Defense Travel Management Office

Defense Travel System

DTS Guide 2: Authorizations

December 4, 2017

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Revision History

Revision No.	Date	Authorization	Revision/Change Description	Page, Section
1.0	08/11/17	Defense Travel Management Office (DTMO)	New Guide	All
1.1	08/21/2017	DTMO	Updated Link	Section 8
1.2	09/28/2017	DTMO	Updated Screenshots	Sections 3&4
1.3	12/4/2017	DTMO	Updated expense types	Section 4.1.2

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1 Temporary Duty (TDY) Authorizations

A DTS authorization captures information regarding an upcoming TDY (locations, should-cost estimates, and other financial aspects of the trip, including travel-related expenses you* incurred prior to the first day of travel). Essentially, the authorization is a means of informing everyone who needs to know when you will be gone, where you will be working, and how much you expect your trip to cost.

When you create a TDY authorization in DTS, the system accesses database information from your DTS personal profile, your organization's budget, and DoD travel regulations, to help streamline the document creation process.

*In this Guide, “you” are the traveler, unless stated otherwise.

2 Create the Authorization

To create an authorization, select **Official Travel**, then **Authorizations / Orders** on the DTS Welcome screen (Figure 2-1) navigation / subnavigation bars. The Authorizations / Orders screen (Figure 2-2) opens.

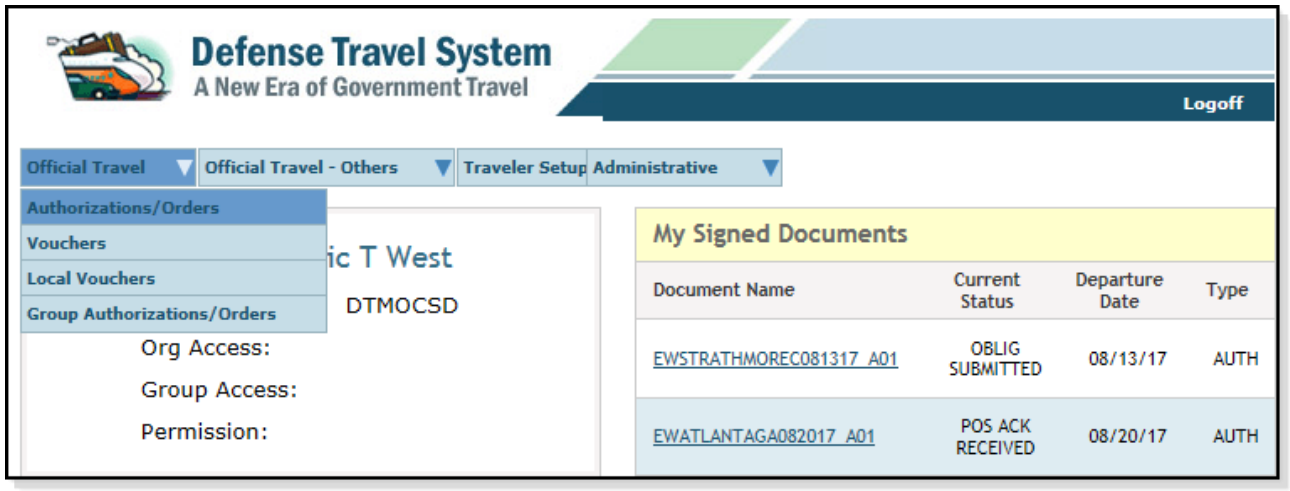

Figure 2-1: DTS Welcome Screen > **Official Travel** Drop-Down Menu

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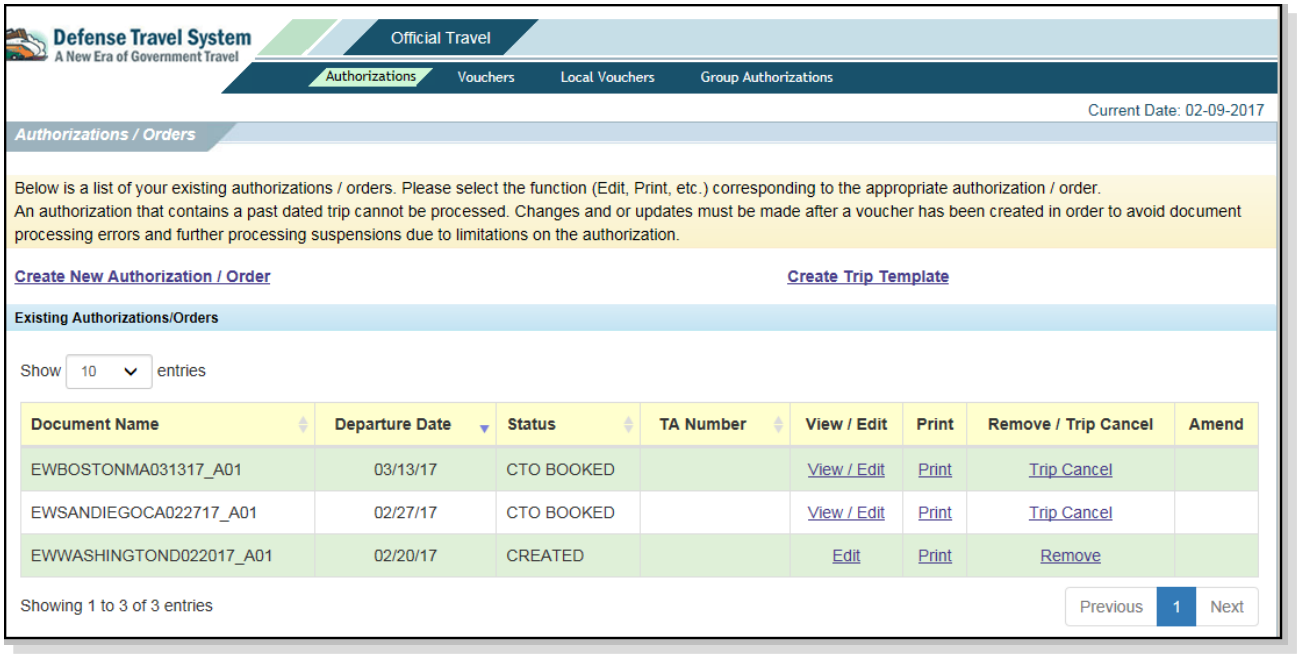

Figure 2-2: Authorization / Orders Screen

Select **Create New Authorization / Order**. The My Itinerary screen (Figure 2-3) opens.

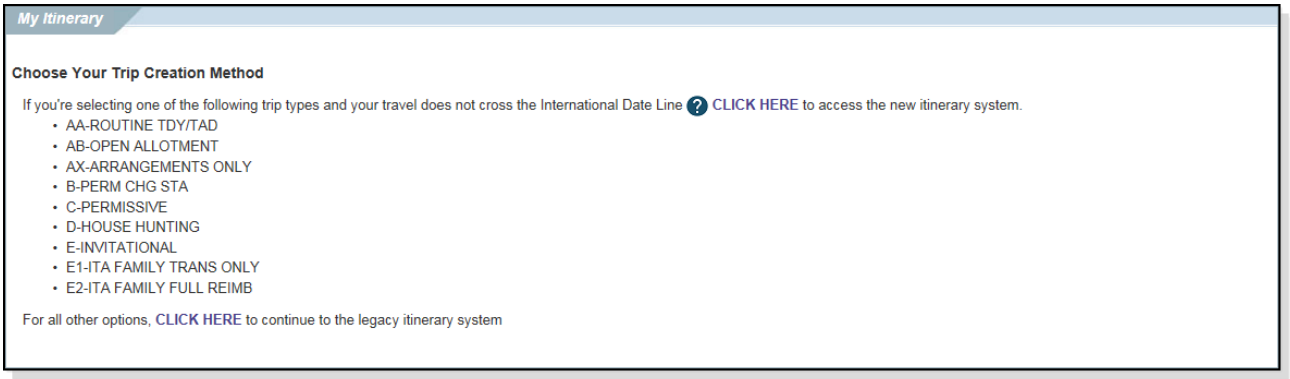

Figure 2-3: My Itinerary Screen

From here, you have two choices:

- Select CLICK HERE in the first sentence to follow the new itinerary-creation process.
  - For an explanation of the new itinerary creation process, go to Section 2.1.
- Select CLICK HERE in the last sentence to follow the legacy itinerary-creation process.
  - To follow the two-screen itinerary creation process, go to Section 2.2.

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2.1 New Itinerary-Creation Process

You may choose the new itinerary creation process if your trip meets both of the criteria outlined below:

- Travel does not cross the International Date Line
- You are performing one of the trip types listed below:
  - AA-Routine TDY/TAD
  - AB-Open Allotment
  - AX-Arrangements Only
  - B-Perm Chg Sta
  - C-Permissive
  - D-House Hunting
  - E-Invitational
  - E1-ITA FAMILY TRANS ONLY
  - E2-ITA FMILY FULL REIMB

When you select **CLICK HERE** in the first line of the My Itinerary screen (Figure 2-3), the screen refreshes to show new options (Figure 2-4).

Note: On all DTS screens, a red asterisk (*) indicates required information.

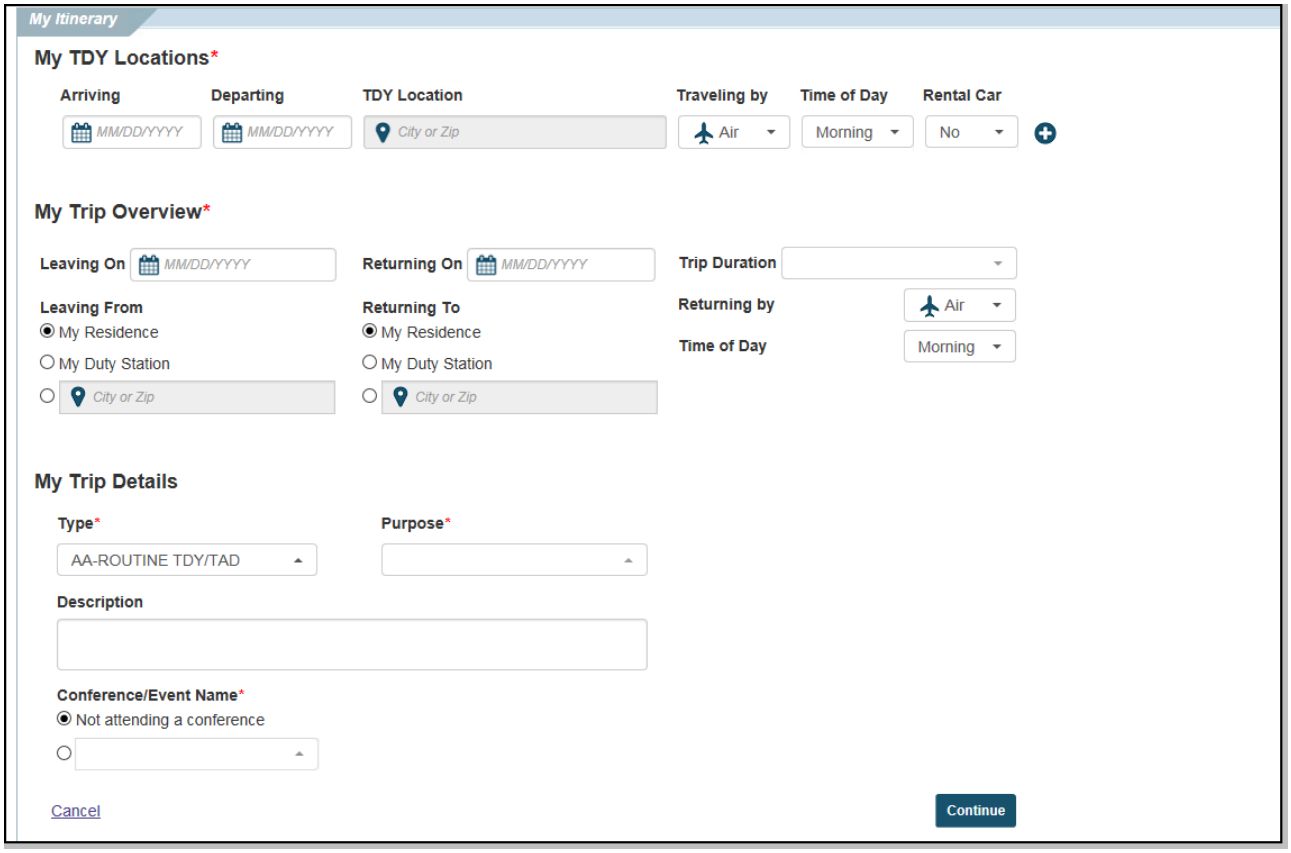

Figure 2-4: **My Itinerary** Screen

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The My Itinerary screen (Figure 2-4) now contains three sections:

- ***My TDY Locations*.** Enter the **Arriving** and **Departing** date for each TDY location, and identify the correct **TDY Location** (e.g., if you are TDY to a military installation, choose the military installation, not the city near the installation). Identify how you will travel, the time of day you want to travel, and whether you will need a rental car. The most commonly selected options show as a default, but you may change them.

  If you are traveling to multiple locations, select the plus sign **(+)** icon next to **Rental Car** to add a row for your next TDY location.

- ***My Trip Overview*.** Enter the place you will be leaving from and returning to. The **Leaving** and **Returning** dates auto-populate to match the dates in the **My TDY Locations** fields. If you are leaving or arriving on different dates, you must enter the correct dates in these fields. The **Trip Duration** field auto-populates.

- ***My Trip Details.*** Change the **Trip Type** if pre-populated option isn't correct and select the **Purpose** of your TDY. If you will be attending a conference, enter that information. The **Description** text box is optional.

  After you complete the entries on this screen, select **Continue** to proceed to the **Travel** module (Section 3), where you can make your trip reservations.

2.2 Legacy Itinerary-Creation Process

You have the option of following the legacy itinerary-creation process on any authorization. You must use the legacy process if you will be crossing the International Date Line or if your authorization contains any trip type the new itinerary-creation process does not support. To follow the legacy process, select the **CLICK HERE** link at the bottom of the **My Itinerary** screen (Figure 2-3). The Trip Overview screen (Figure 2-5) opens.

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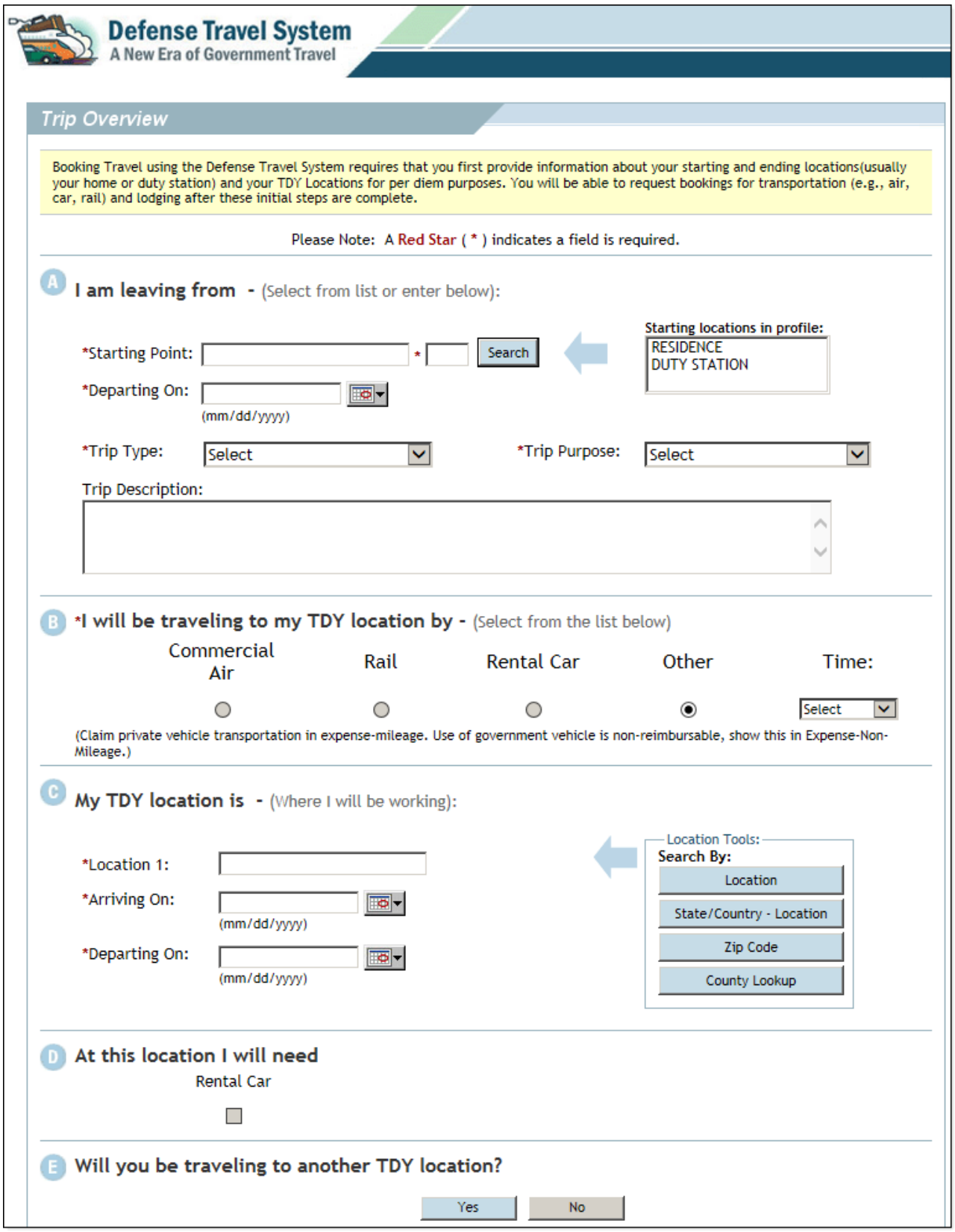

Figure 2-5: First Trip Overview Screen

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2.2.1 First Trip Overview Screen

In **Section A**, *I am leaving from*, enter your basic trip details:

1. Complete the **Starting Point** field by selecting **RESIDENCE** or **DUTY STATION**.

   This section populates with information stored in your personal profile. If the starting location is not your residence or duty station, type the city name into the **Starting Point** filed and select **Search** to select the state or country code. The code will populate in the text box next to the city name.

2. Complete the **Departing On** field. Use the calendar icon or type the date.

3. Select the **Trip Type**.

4. Select the **Trip Purpose**.

In **Section B**, *I will be traveling to my TDY location by*, select the mode of transportation for your trip.

1. Select the radio button for the transportation mode you will be using to travel to your TDY location.

2. Select your preferred **Time** of departure.

In **Section C**, *My TDY location is*, identify your TDY location by typing the TDY location, zip code, or country name in the text field. A drop down list of cities or counties will display after you type 2 or more characters. If you type a zip code, the name of the city will display.

In **Section D**, select the radio button if you need a rental car at your TDY location. If selected, DTS automatically displays the Other Transportation screen later in the authorization creation process.

In **Section E**, select **Yes** if you need to enter another TDY location, or **No** if you are done entering TDY locations.

If you have not yet entered all your TDY locations, select **Yes** to display options that will allow you to add another location to your trip. If you have entered all your TDY locations, select **No**.

If you select **Yes**, tools appear that allow you enter date, travel, and location information for your next TDY location. When you select **No**, the Trip Overview screen updates (Section 2.2.2).

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2.2.2 Second Trip Overview Screen

When you select **No** in **Section E**, the Trip Overview screen refreshes to show updated **Sections B, C,** and **D** and new **Sections E** and **F** (Figure 2-6).

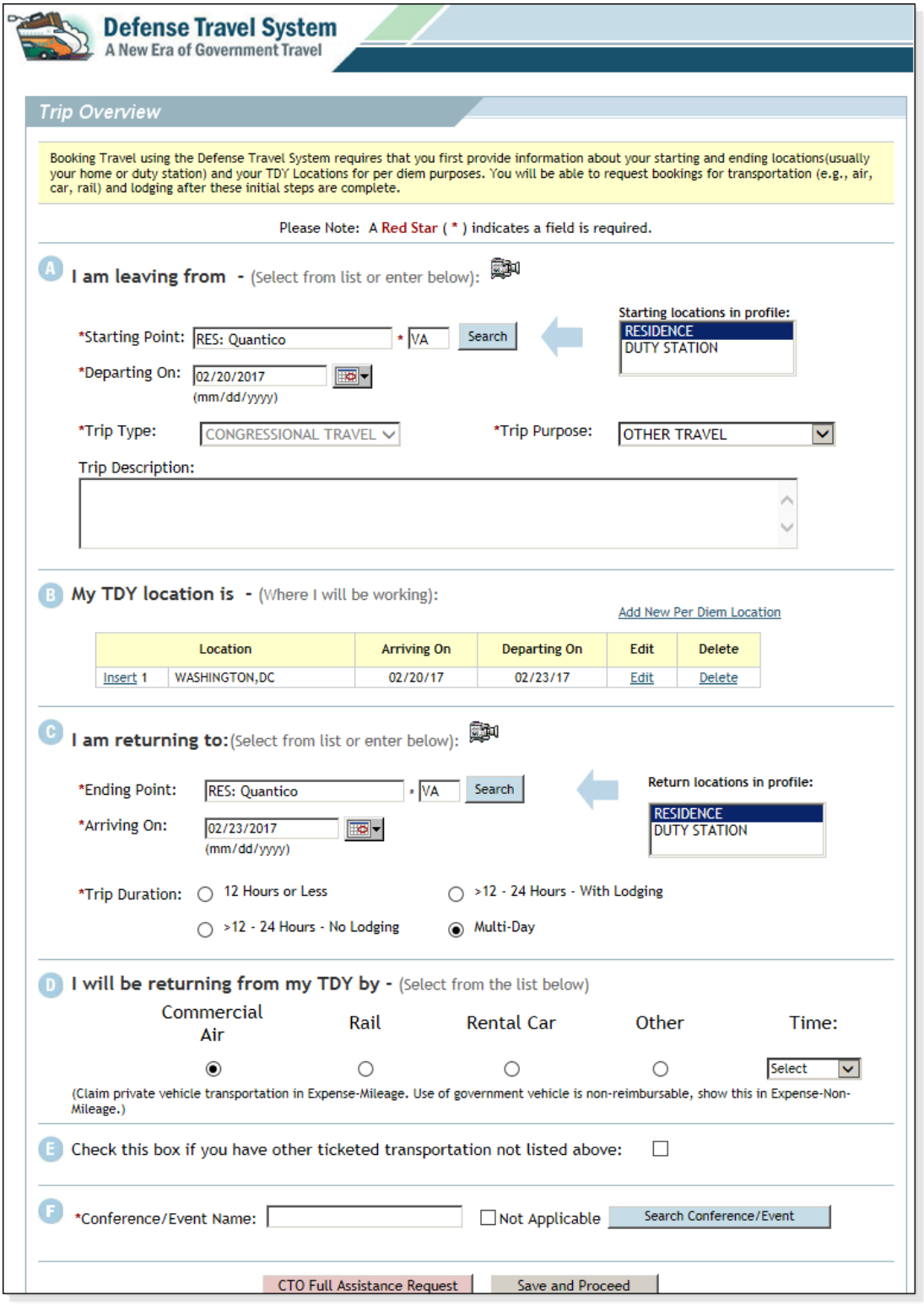

Figure 2-6: Second Trip Overview Screen

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In **Section C**, *I am returning to*, enter your return destination and date.

1. Complete the **Ending Point** field by selecting **RESIDENCE** or **DUTY STATION**.

2. Enter or select the **Arriving On** date.

   Note: If you will cross the International Date Line from east to west on the return trip (e.g., leaving Tokyo, Japan on Tuesday and arriving on Monday in San Diego, California), the **Departing On** date for the last leg of the flight will be later than the **Arriving On** date of the **Ending Point**. DTS will flag this as an error. Change the **Arriving On** date to equal the **Departing On** date, and make a note in the **Trip Comments** box of the Trip Preview screen to indicate the actual **Arriving On** date.

3. Select the correct **Trip Duration** radio button. DTS defaults to **Multi-Day** if the trip exceeds one day.

In **Section D**, *I will be returning from my TDY by*, identify the transportation mode for the return trip.

1. Select the type of transportation you will use to travel from the TDY location to the return location.

2. Select your **Time** of departure.

Section E contains one check box labeled, "*Check this box if you have other ticketed transportation not listed above".* Check the box if you will purchase a transportation ticket without making reservations in DTS.

In **Section F**, identify the conference or event you will attend on this trip.

1. Select **Not Applicable** if you are not attending a conference
   -OR-
   Enter a **Search Conference/Event** if you are attending a conference.

2. Select **CTO Full Assistance Request** to have the Travel Management Company (TMC; what DTS calls a "Commercial Travel Office [CTO]") book all your reservations. The TMC will charge an additional fee if you use this option.

3 DTS Travel Module

The DTS **Travel** module lets you make reservations for commercial transportation, rental car, and lodging. After you complete and save your itinerary, DTS automatically displays the **Travel** module screens you need to make the reservations required to support the itinerary you created. You can re-visit the **Travel** module at any time by selecting **Travel** on the light blue navigation bar.

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3.1 Air

If you chose **Commercial Air** on the Trip Overview screen, DTS automatically searches for flights and displays the search results on the Air Travel screen (Figure 2-7). If you did not select **Commercial Air** as your transportation mode, you can access the Air Travel screen at any time by selecting **Air** on the dark blue navigation bar.

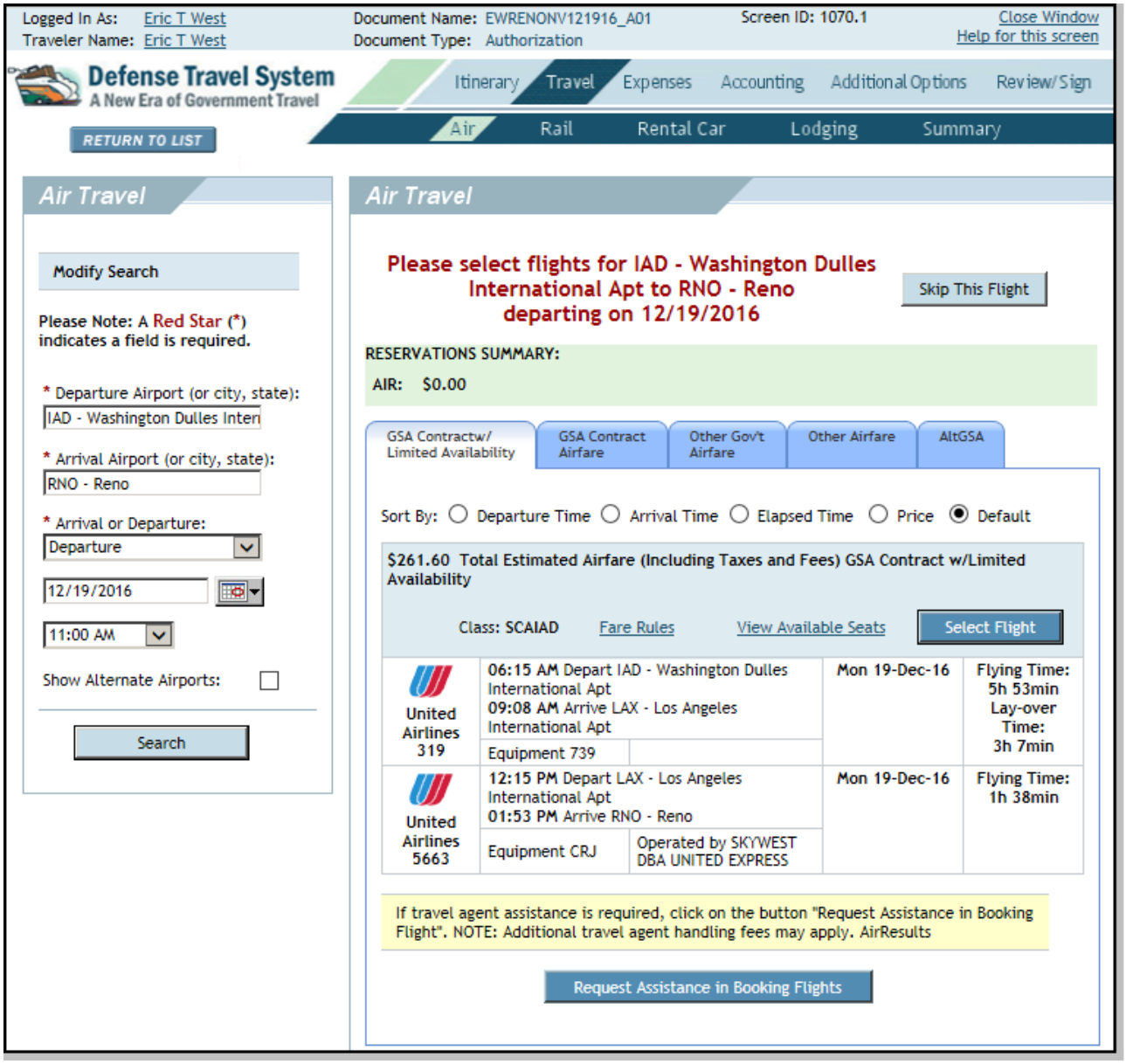

Figure 2-7: Air Travel Screen

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3.1.1 Select Air Travel

Flights display under tabs that identify the type of fare, as follows:

- ***GSA Contract w/ Limited Availability.*** Discounted GSA city pair fares for Federal Government employees on official travel. This fare is fully refundable and changeable at no cost. There are limited seats available on each flight.

- ***GSA Contract Airfare*.** Low cost GSA city pair fares for Federal Government employees on official travel. The fare is available all available seats on each flight. They are fully refundable and changeable at no cost.

- ***Other Gov't Airfare.*** Non-contract or discounted fares airlines offer to Federal Government employees on official travel. These fares may be combined with citypair fares in non-city pair markets, but selecting one requires you to justify your selection to your Authorizing Official.

- ***Other Airfare.*** Available to the general public, but may have advance purchase requirements and cancellation fees. Selecting one requires you to justify your selection to your Authorizing Official.

- ***AltGSA.*** If no Government-contract flights exist to or from one of your selected airports, DTS searches for an alternate airport within an 80-mile radius of the airport to locate Government-contract flights. Results display under this tab.

Mouse over the tab headings to see a more detailed description of each type of fare. If you don't need a flight for any portion of your trip, select **Skip This Flight** above the fare locator tabs.

DoD policy requires you to use GSA contract fares when they are available, unless an exception applies. If you select a flight that is not a GSA contract fare, and GSA contract fare flights are available, a message displays to let you know and give you the option to cancel the selection.

View available flights by selecting one of the **Sort By** radio buttons shown below:

- **Departure Time**

- **Arrival Time**

- **Elapsed Time** (Total of travel time and layover time)

- **Price**

- **Default** (Lists non-stop flights first, with those nearest to your requested departure time first. Thereafter, all other flights appear, ordered the same way.)

To reserve a flight:

1. Chose the **Select Flight** button for the preferred flight.

The **Seat Selector** window opens. The flight information displays near the top of the

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window.

2. Select the blue seat icon to select an available seat or a **Seat Selection** option.

Note: If you choose a flight that has more than one leg, you must make a seat selection for all legs.

3. Select **Done**.

If air reservations are the first reservation type you requested, the TSA Secure Flight Information screen displays.

You must complete the TSA Secure Flight Information screen once per document when you request reservations. It contains your Secure Flight Personal Data (SFPD) information that DTS must transmit to the TSA for watch list screening.

The TSA Secure Flight Information screen displays after you make your first reservation or after you send comments to the TMC, when using DTS' CTO assistance feature. The fields populate with information from your DTS profile.

When creating an authorization for a dependent, you will enter this information for the dependent traveler.

Note: The TSA PreCheck program offers expedited security screening for military members and DoD civilians at participating airports. TSA Precheck allows participants to keep their shoes, belt, and light jackets on, and leave laptops and 3-1-1 compliant liquids in their carry-on bags. To use dedicated TSA PreCheck security lanes, you must enter your DoD ID number in the Known Traveler Number text box when making official travel or leisure airline reservations.

Table 2-1 provides definitions for the TSA Secure Flight Information screen fields.

Table 2-1: TSA Secure Flight Information Field Definitions

TSA SECURE FLIGHT INFORMATION FIELD DEFINITIONS	
FIELD	**DEFINITION**
Last, First, Middle Name	Your last, first, and middle names as they appear on the State- or Government-issued identification you will use at airport security. Do not include suffixes (e.g., Jr.).
No Middle Name	Check this box if no middle name appears on the document.
DOB	Your date of birth
Gender	Your gender
Redress Number	(optional) Number the Department of Homeland Security assigned to prevent watch list name misidentification if you have experienced previous travel screening difficulties.
Known Traveler Number	(optional) The 10-digit DoD ID number on the back of your Common Access Card (CAC). Enter it if you are enrolled in the TSA PreCheck program.

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4. Enter or update your profile information, if needed.

5. (Optional) Check the **Save changes to permanent traveler information** box to update your DTS personal profile. If not selected, TSA information will only be used for the current document.

6. Select **Save TSA Information**.

The screen displays a series of messages while DTS processes the information.

7. Your return flight search opens. Select your return flight as you did your outgoing flight (steps 1 and 2).

The screen updates to display:

- Your flight information in the green **RESERVATIONS SUMMARY** box
- A **Cancel Flight** link you can use to remove a flight reservation
- Flight options for your return trip

Note: If you cannot find a flight that you like or that meets your mission requirements, select **Request Assistance in Booking Flight** to have the TMC help you find a flight. You may add information to the system-generated comment, but do not alter the system-generated text. To expedite the handling of the reservations, it is important to use this button rather than calling the TMC, as calling the TMC may incur additional fees.

After you select your last flight, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

3.1.2 Modify Search for Air Travel

The **Modify Search** section (Figure 2-7) on the left side of the Air Travel screen lets you change the previous search criteria so you can find different flights.

To find new flights, do one or more of the following:

1. Select a different **Departure Airport.**

2. Select a different **Arrival Airport**.

3. Select a different **Arrival or Departure** date and/or time.

4. Check the **Show Alternate Airports** box, to include all airports associated with your TDY location.

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3.2 Rail

If you chose **Rail** on the Trip Overview screen, DTS automatically searches for trains and displays the search results on the Rail Travel screen (Figure 2-8). If you did not choose **Rail** as your transportation mode, you can access the Rail Travel screen at any time by selecting **Rail** on the dark blue navigation bar.

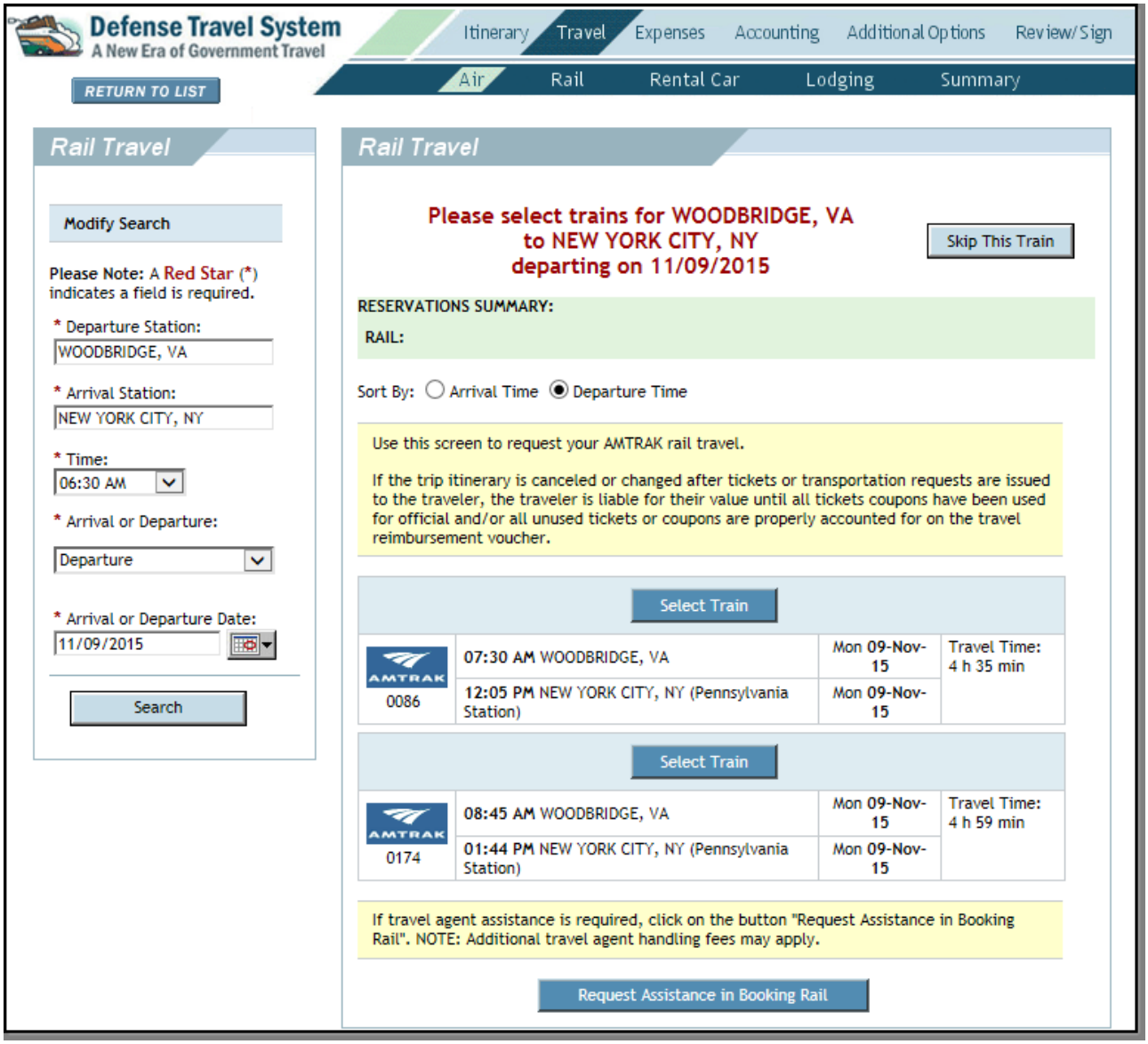

Figure 2-8: Rail Travel Screen

You must make your rail travel arrangements through the TMC. Unlike other reservation types, DTS neither books rail travel nor displays live rail schedules. The train schedules DTS displays come from a static list. When you select a train and seat type, DTS emails a reservation request to the TMC. See section 3.2.1 for the full process.

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3.2.1 Select Rail Travel

Beginning on the Rail Travel screen, follow the steps listed below to send a rail reservation request to the TMC:

1. Choose **Select Train** (Figure 2-8) for your preferred train.

The Rail Travel Detail screen (Figure 2-9) opens and displays key details about the selected train and its schedule.

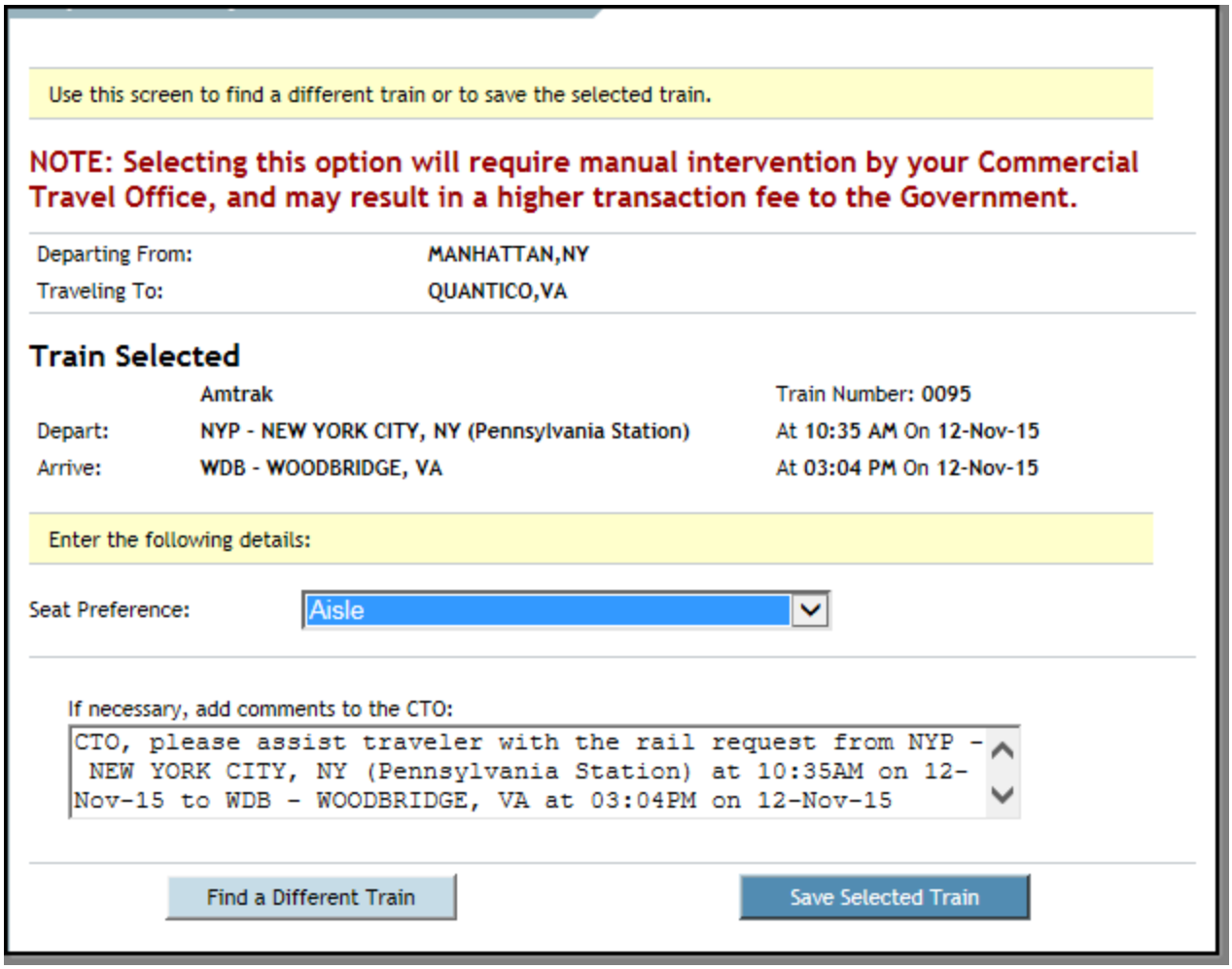

Figure 2-9: Rail Travel Detail Screen

2. Select a **Seat Preference** (**Aisle** or **Window**).

3. (Optional) Add additional comments to the TMC. Do not delete any of the existing text.

4. Choosing **Save Selected Train** emails the rail reservation request to the TMC.

If rail reservations are the first reservation type you requested, the TSA Secure Flight Information screen displays.

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5. Update and save TSA information (for more information, see Section 3.1.1).

The screen refreshes to display:

- Your train information in the green **RESERVATIONS SUMMARY** box
- A **Cancel Train** link you can use to remove a rail reservation
- Options to schedule your return trip

6. Select your return trip using the same steps you used to select the outbound reservations.

After you select your last train, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

3.2.2 Modify Search for Rail Travel

The **Modify Search** section (Figure 2-8) on the left side of the Rail Travel screen lets you modify the previous search criteria so you can find different trains.

To find new trains, do one or more of the following:

1. Select a different **Departure Station.**
2. Select a different **Arrival Station**.
3. Select a different **Arrival or Departure** date and/or time.

3.3 Rental Car

If you chose **Rental Car** on the Trip Overview screen, DTS automatically searches for rental cars and displays the search results on the Rental Car screen (Figure 2-10). If you did not choose **Rental Car** as your transportation mode when you created your itinerary, you can access the Rental Car screen at any time by selecting **Rental Car** on the dark blue navigation bar.

DTS displays vendors located at the arrival airport and at other locations. Rental cars are listed from the least expensive to the most expensive, and appear on two tabs:

- **Government Rates**
- **Non-Government Rates** (only opens if no **Government Rates** exist)

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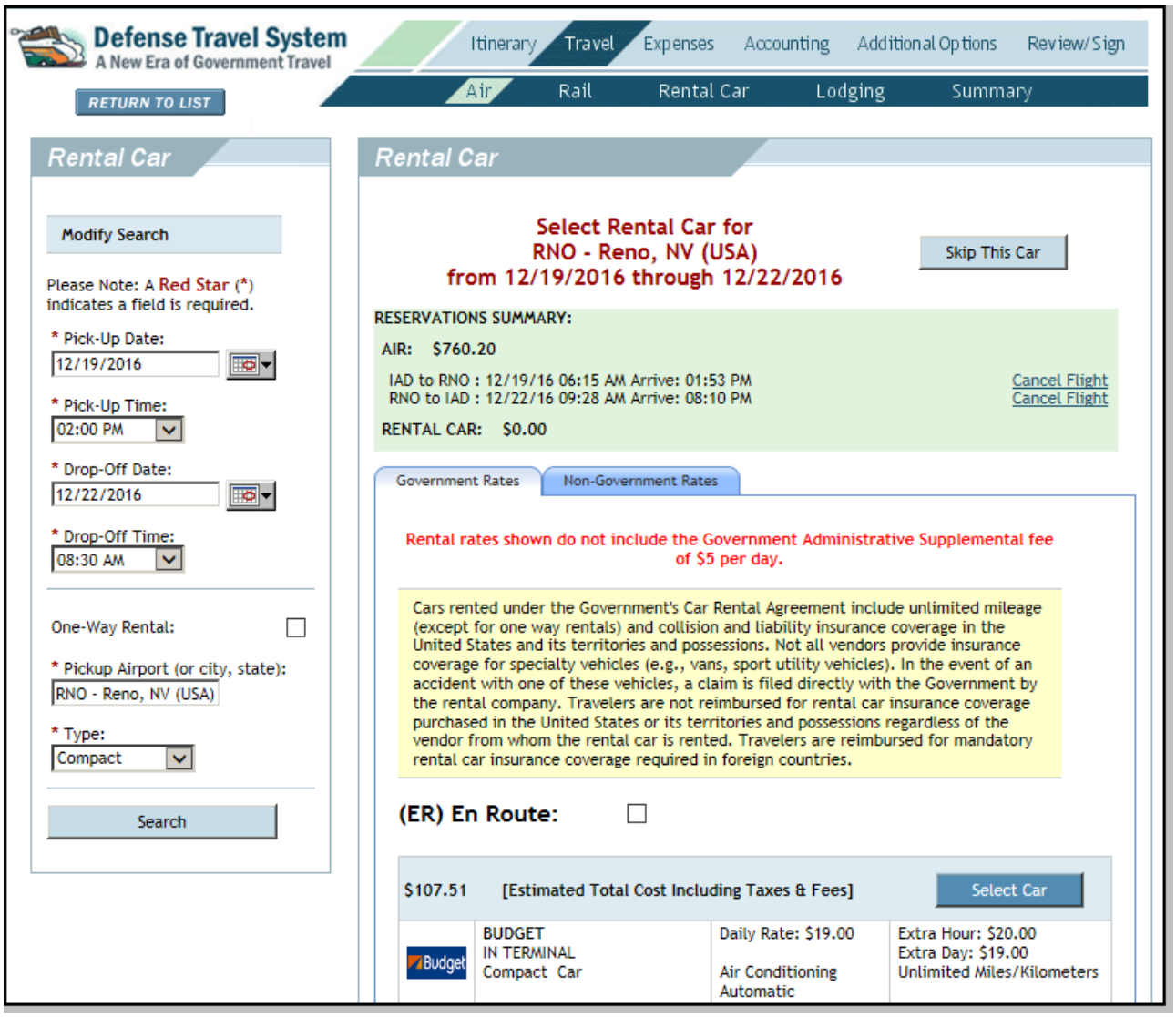

Figure 2-10: Rental Car Screen

3.3.1 Select Rental Car

On the Rental Car screen, choose **Select Car** next to the preferred rental car.

The screen refreshes to display:

- Your rental car information in the green **RESERVATIONS SUMMARY** box
- A **Cancel Car** link you can use to remove a rental car reservation

Note: If you cannot find a rental car that you like or that meets your mission requirements, select **Request Assistance in Booking Rental Car** to have the TMC help you find a car.

If rental car reservations are the first reservation type you requested, the TSA Secure Flight Information screen displays.

After you select your rental car, DTS automatically moves to the next reservation type, based on the options you selected when you created the trip itinerary.

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3.3.2 Select Rental Car En Route (ER)

If you will use a rental car as transportation to or from a TDY location, you have two options to indicate your preference in DTS.

1. Select **Rental Car** in Section D on the Trip Overview screen as your mode of transportation (Figure 2-5).
2. Check the **En Route (ER) box** on the Rental Car screen (Figure 2-10).

After you have identified your option, follow the steps in section 3.3.1 to reserve your rental car.

3.3.3 Return a Rental Car to a Different Location

If you wish to rent a vehicle and return it to a different location, select the **One-Way Rental** box in the **Modify Search** area on the left side of the Rental Car screen. You also need to identify the:

- Pickup airport or city and state
- Type

When you select **Search**, the results will populate.

3.3.4 Modify Search for a Rental Car

The **Modify Search** section (Figure 2-10) on the left side of the Rental Car screen lets you change the previous search criteria so you can find different rental cars.

To find new rental cars, do one or more of the following:

1. Select a different **Date** or **Time** for **Pick-Up** or **Drop-Off.**
2. Check the box to identify a **One-Way Rental**.
3. Select a different **Pick-Up Location** (or **Drop-Off Location** if a one-way rental).
4. Select a different vehicle **Type**.

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3.4 Lodging

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If you selected a **Trip Duration** of either **> 12 - 24 Hours – With Lodging** or **Multi-Day**, DTS automatically searches for policy-compliant lodging options and displays the results on the Lodging screen (Figure 2-11). If you selected a different **Trip Duration**, you can access the Lodging screen any time by selecting **Lodging** on the dark blue navigation bar.

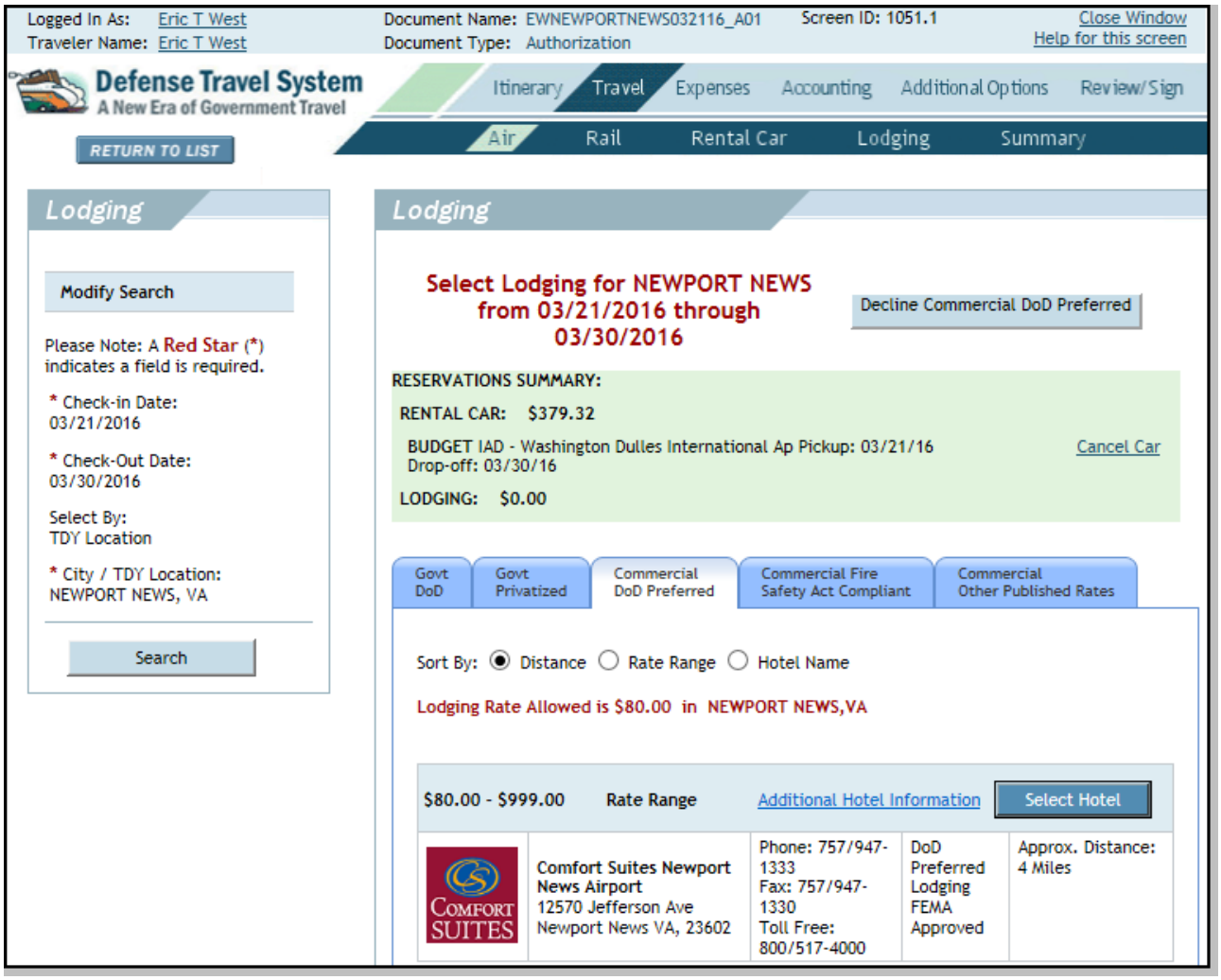

Figure 2-11: Lodging Screen – Facility Selection

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3.4.1 Select a Lodging Facility

The lodging selections are organized by type, under tabs, in JTR preference order, as follows:

- ***Govt DoD Lodging.*** Facilities that are owned or leased by DoD, usually located on an installation and run by DoD personnel
- ***Govt Privatized Lodging*****.** Facilities that were Government-owned and -operated, but are now owned and run by a commercial lodging company
- ***Commercial DoD Preferred Lodging.*** Facilities that have signed agreements with DoD to meet strict safety, security, and adequacy standards, and offer rooms below DoD per diem limits
- ***Commercial Fire Safety Act Compliant.*** Facilities that meet all Federal Emergency Management Agency (FEMA) requirements, but do not have a signed agreement to guarantee safety, security, adequacy, or cost
- ***Commercial Other Published Rates.*** All other available facilities

The Lodging screen displays the maximum reimbursement amount allowed for lodging at the TDY location, and shows key information for each hotel, such as its address, phone and fax numbers, FedRooms participation, and distance from the TDY location. You can find much more information about any hotel by selecting an **Additional Hotel Information link.**

Choose **Select Hotel** to pick the lodging facility of your choice. The screen updates to display room types (Figure 2-12) that are available for the entirety of your projected stay.

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Figure 2-12: Lodging Screen – Room Selection

3.4.2 Select a Room

Identify the room type you want and choose **Select Room** to book it.

Options and results are similar to those mentioned in Section 3.4.1:

- Your lodging selection shows in the green **Reservations Summary** box, along with a **Cancel Hotel** link.
- You can use the **Request Assistance in Booking Rental Car** to have the TMC help you find a room.
- If this is your first reservation on this document, the TSA Secure Flight Information screen displays.
- After you select your room, DTS automatically advances to the next reservation type.

3.4.3 Modify Search for Lodging

Unless you are TDY to an Integrated Lodging Program Pilot (ILPP)* location, you may use the **Modify Search** section (Figure 2-12) on the left side of the Lodging screen to change your previous search criteria so you can find different hotels.

To find new lodging options, do one or more of the following:

1. Select a different **Check-In** or **Check-Out Date.**
2. Adjust your search parameters:
   - Center of search (city center, TDY location, airport, ZIP code)
   - Search radius (in miles)
   - Search for a hotel by name

*See the ILPP Guide (available via the DMTO website) for more information about the ILPP.

If none of the displayed cars meet your needs, you can modify your search to return different results.

The **Modify Search** section (Figure 2-10) on the left side of the Rental Car screen lets you change the previous search criteria so you can find different rental cars.

To find new rental cars, do one or more of the following:

5. Select a different **Date** or **Time** for **Pick-Up** or **Drop-Off.**
6. Check the box to identify a **One-Way Rental**.
7. Select a different **Pick-Up Location** (or **Drop-Off Location** if a one-way rental).
8. Select a different vehicle **Type**.

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3.5 Summary

After you complete the reservation process, the Trip Summary screen opens. You can also access the Trip Summary screen at any time by selecting **Summary** on the dark blue navigation bar. The Trip Summary screen organizes your reservation information under two tabs, to allow you to review all your reservations, check for missing reservations, make special requests, and more. The two tabs are:

- ***Payment Information.*** For each reservation, this screen (Section 3.5.1) provides key information, as well as selectable fields for providing additional information. You can use various links to modify your reservations, and even a button to **Change TDY Location**.

- ***Final Trip Itinerary.*** This screen (Section 3.5.2) has no editable fields, but provides the final itinerary for review. At ticketing, the Trip Summary screen will be updated with details such as ticket number, fare breakdown, and class of service.

3.5.1 Payment Information

The information and tools that display on this screen (Figure 2-13) vary by reservation type. See Tables 2-2, 2-3, and 2-4 for an explanation of information, drop-down lists, and links available for each reservation type.

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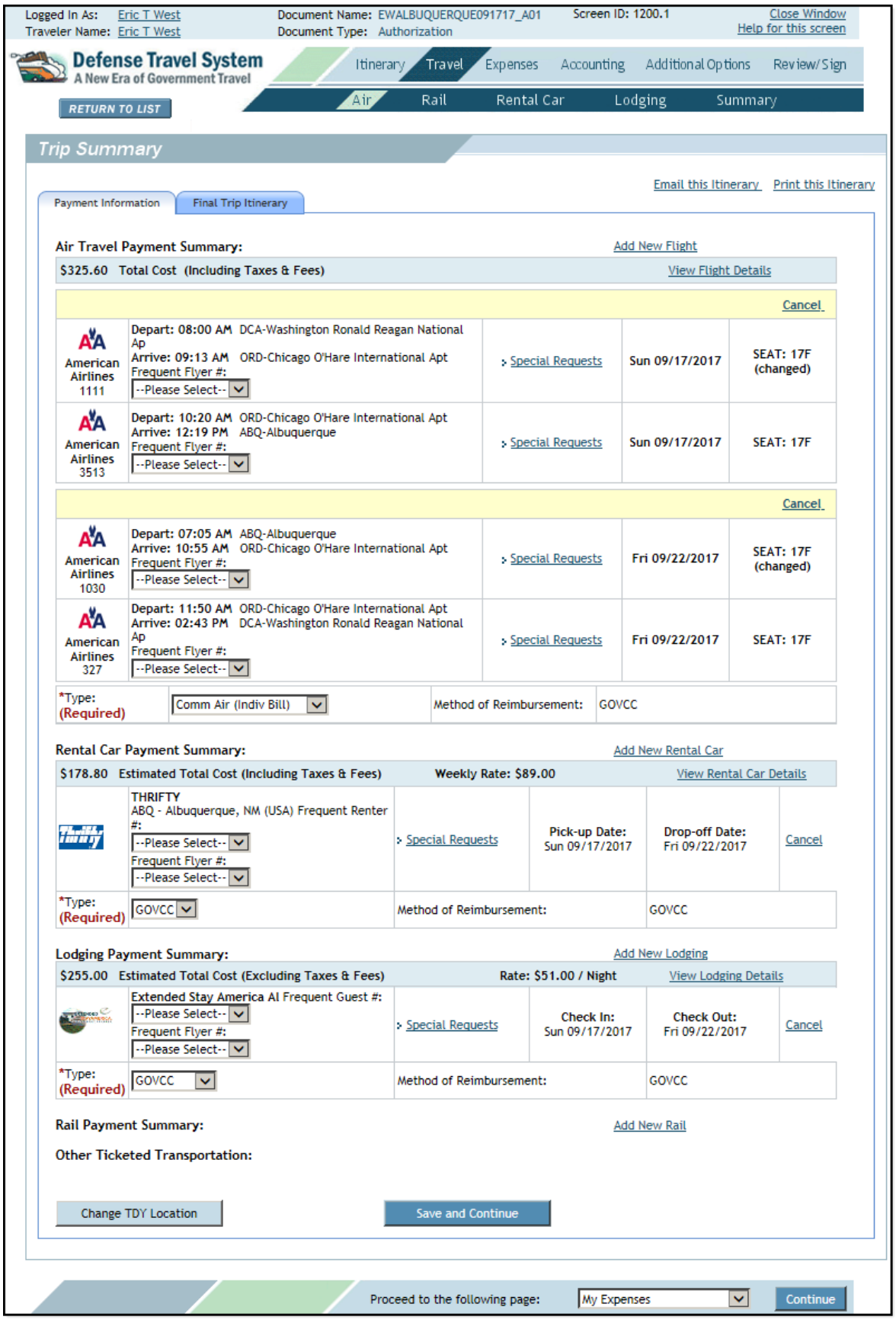

Figure 2-13: Trip Summary Screen – Payment Information

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Table 2-2: The Air Travel Payment Summary

Item name	Type	Use (if not strictly informative)
Add New Flight	Link	Create a new air reservation
Total Cost	Information	
View Flight Details	Link	Show details about the flight and make certain changes (e.g., seat selection)
Cancel	Link	Remove an air reservation from your itinerary
Airline name and flight number	Information	
Departure and arrival dates and times	Information	
Frequent Flyer #	Drop-down	Enter loyalty program information
Special Requests	Link	Make requests for special meal types, accessibility, baggage, etc.
Seat number	Information	
Type	Drop-down	Identify payment type: if payment is by centrally-billed account (CBA), provides information about CBA account and tools to select a different CBA account
Method of reimbursement	Information	

Table 2-3: The Rental Car Payment Summary

Item name	Type	Use (if not strictly informative)
Add New Rental Car	Link	Create a new rental car reservation
Estimated Total Cost	Information	Also provides weekly rate
View Rental Car Details	Link	Show details about the rental car and make certain changes (e.g., method of payment)
Rental car company name	Information	
Frequent Renter # Frequent Flyer #	Drop-downs	Enter loyalty program information
Special Requests	Link	Make requests for special considerations such as special equipment, non-smoker, etc.
Pick-up and drop-off dates and times	Information	
Cancel	Link	Remove a rental car reservation from your itinerary
Type	Drop-down	Identify payment type: GOVCC (GTCC) is only choice
Method of reimbursement	Information	Always GOVCC (GTCC)

Table 2-4: The Lodging Payment Summary

Item name	Type	Use (if not strictly informative)
Add New Lodging	Link	Create a new lodging reservation
Estimated Total Cost	Information	Also provides nightly rate
View Lodging Details	Link	Show details about the hotel and make certain changes (e.g., room location, non-smoker, etc.)
Hotel name	Information	
Frequent Renter # Frequent Flyer #	Drop-downs	Enter loyalty program information
Special Requests	Link	Make requests for special considerations such as special equipment, non-smoker, etc.
Check-in and check-out dates and times	Information	
Cancel	Link	Remove a lodging reservation from your itinerary
Type	Drop-down	Identify payment type
Method of reimbursement	Information	Based on **Type** selection

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The Trip Summary screen (Figure 2-13) displays headings for all available reservation types, even if they are not included in the authorization. In addition to the three described above, there are also entries for **Rail Payment Summary** and **Other Ticketed Transportation**. If you made no reservations of a particular type, that section only displays a link to add a new reservation.

After reviewing all your reservations, scroll to the bottom of the screen and select **Save and Continue**.

3.5.2 Final Trip Itinerary

The Final Trip Itinerary screen (Figure 2-14) opens after you select **Save and Continue** on the Payment Information screen, or if you select the tab.

Review the information on this screen carefully. It contains a summarized list of all your reservations. In addition to the standard information you'd expect to see on any itinerary (e.g., dates, flight information, costs, etc.), it contains:

- Trip information (e.g., full DTS document name, **Trip Type**, **Trip Purpose**) that is pulled from DTS
- A **DTS/CTO Confirmation Number**, which the TMC calls a Passenger Name Record (PNR) number, that is vital for all communications with the TMC
- Individual confirmation numbers for each reservation, which is useful when you have to contact a vendor directly
- Links that allow you to:
  - **Email this Itinerary** to anyone you like, for informational purposes
  - **Print this Itinerary** so you can keep it and always have a record of your vital trip information

Note: Whenever you leave the **Travel** module, DTS warns you that if you do not sign your authorization within 24 hours, your reservations will be automatically cancelled. You must acknowledge this warning to proceed.

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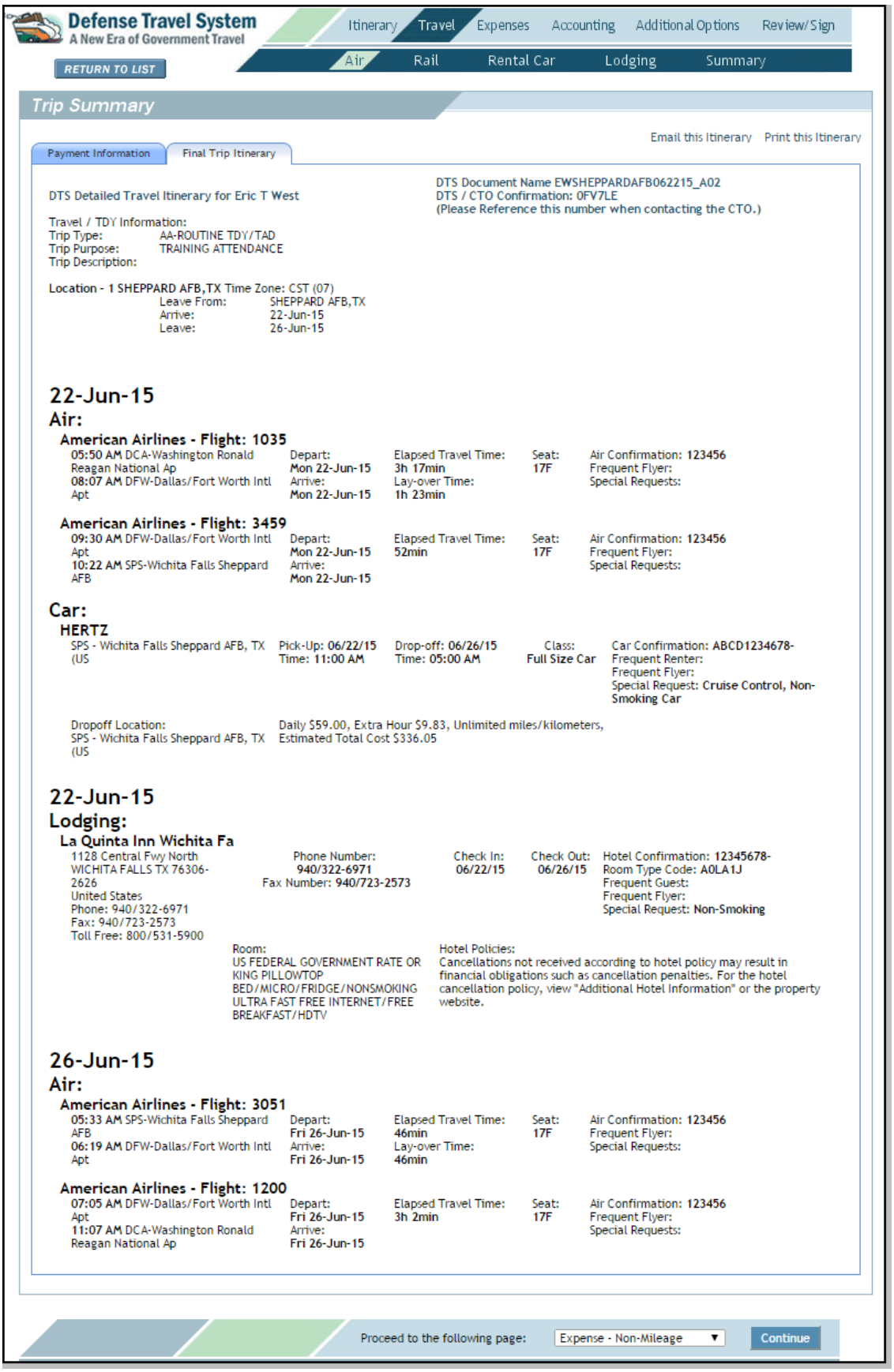

Figure 2-14: Trip Summary Screen – Final Trip Itinerary

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4 DTS Expenses Module

In an authorization, the DTS **Expenses** module lets you estimate your expected miscellaneous reimbursable expenses and calculate your anticipated mileage and per diem allowances. Accurately predicting your trip expenses and allowances helps you get an accurate “should-cost” estimate for your trip. Access the **Expenses** module by selecting **Expenses** on the light blue navigation bar.

4.1 My Expenses

The My Expenses screen (Figure 2-15) provides four working areas to enter most of your expense and per diem needs:

- In the **Reservation Expenses** area (Section 4.1.1), DTS automatically imports expenses directly from the **Travel** module.
- In the **Other Expenses** area (Section 4.1.2), you manually enter expenses or allowances from a list or enter them manually on the screen.
- In the **Substantiating Records** area (Section 4.1.3), you can upload required paper support documentation.
- The **Trip Workbook** (Section 4.1.4) is a tool that lets you manipulate and crop images to create smaller images.

The My Expenses screen communicates and executes tasks through the extensive use of icons and self-explanatory pop-up screens. See Section 4.1.5 for an explanation of the most commonly used icons. To access the My Expenses screen, select **My Expenses** on the dark blue subnavigation bar.

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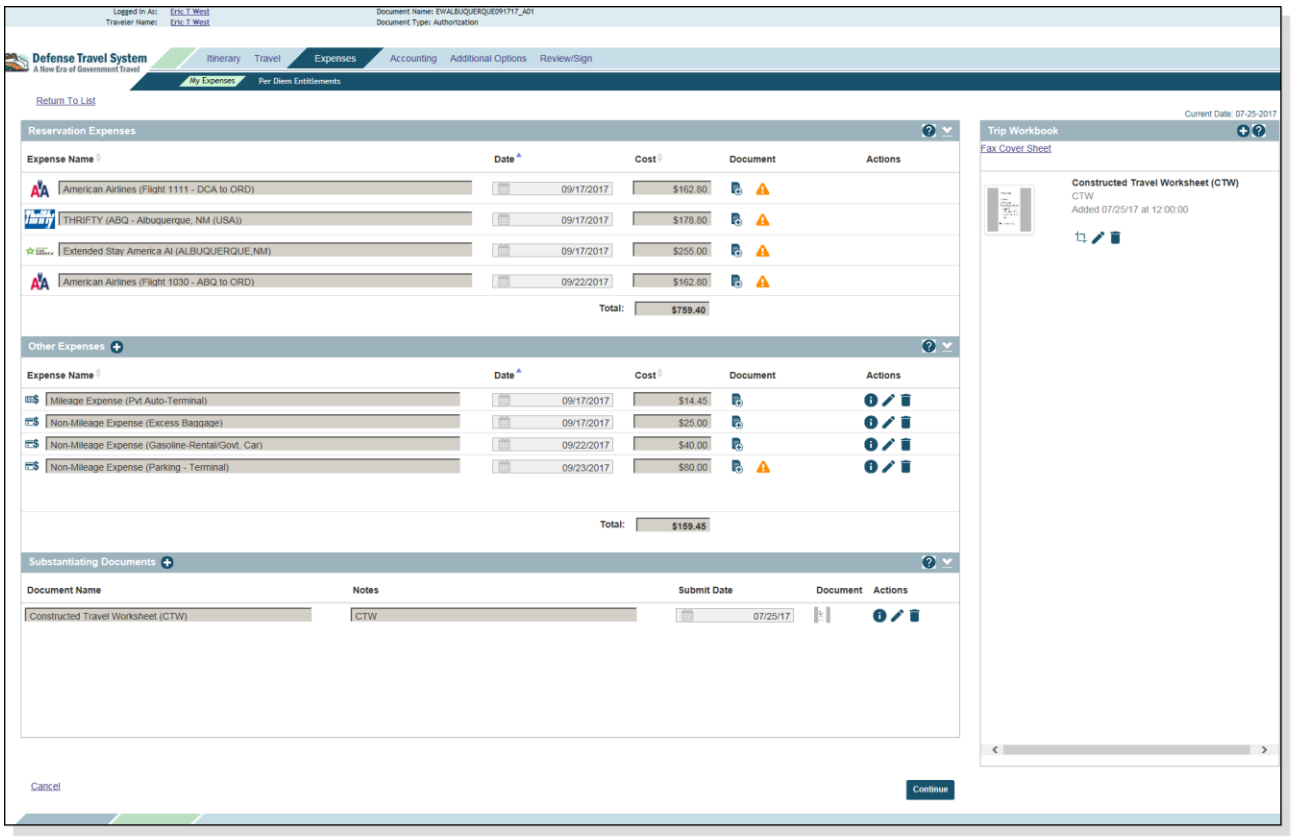

Figure 2-15: My Expenses Screen

4.1.1 Reservation Expenses

The **Reservation Expense**s area (Figure 2-16) automatically imports information from the **Travel** module. You cannot manually add or remove items from this area; you can only make adjustments in this area by changing your reservations.

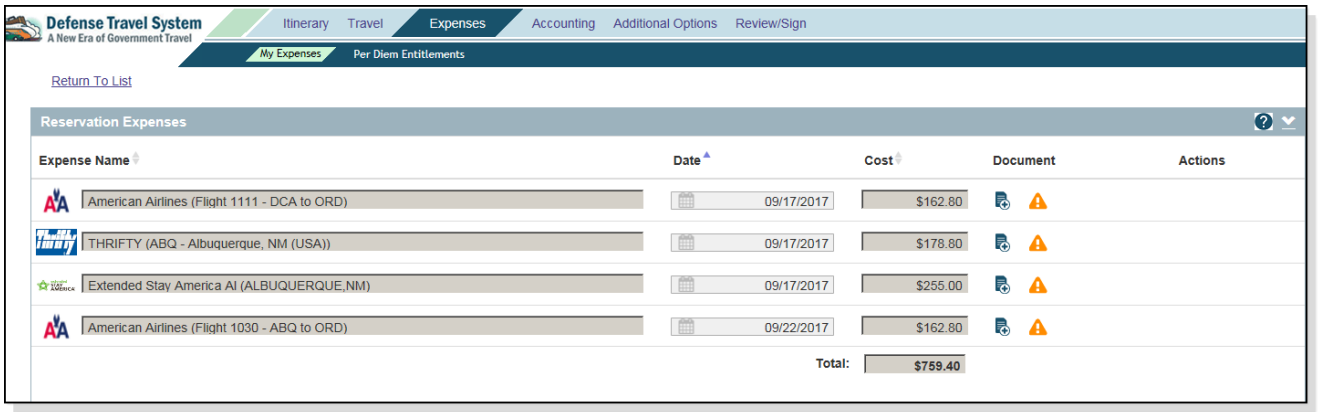

Figure 2-16: My Expenses Screen – Reservation Expenses Area

Each imported expense identifies the vendor, expense type, and key details under **Expense Name**, as well as the **Date**, and **Cost**.

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Use the icons under **Document**, when visible(Figure 2-16), to:

- Attach, view, or remove substantiating documents.
- See which expenses require receipts or have substantiating documents attached.
    - On the authorization, the yellow triangle is a reminder to save the receipt when you get it, as it will be required on the voucher.

Use the icon under **Actions** (when visible) to view additional information about an expense.

Note: Domestic train reservations appear in this section, but display a $0.00 cost. You must add them in the **Other Expenses** area to include the cost information in the authorization.

4.1.2 Other Expenses

Use the **Other Expenses** area (Figure 2-17) to enter expenses and allowances that are not tied to per diem or reservations the TMC made. Use the "plus" icon in the header to add an expense. DTS does not automatically add expenses in this area.

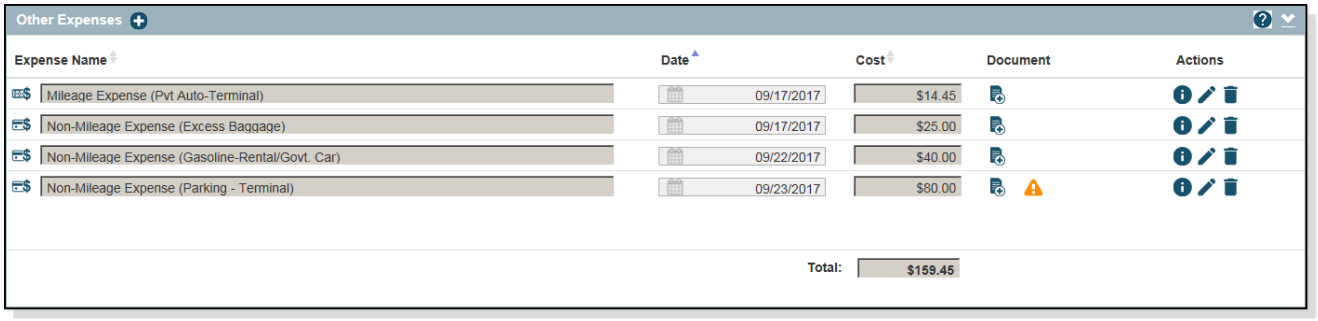

Figure 2-17: My Expenses Screen – Other Expenses Area

Each added expense identifies the expense category, expense type, and key details under **Expense Name**, as well as the **Date**, and **Cost**.

The icons under **Document** (when visible) perform as described above.

Use the icons under **Actions** (when visible) to:

- View additional information about an expense
- Edit expense details
- Delete an expense

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For each expense, identify the **Expense Type** as a:

- **Mileage Expense**
- **Non-Mileage Expense**
- **Transportation Travel Expense**
- **Ticketed Expense**

See Table 2-3 for an explanation of available **Mileage, Transportation Travel, and Ticketed Expense** types. Your selection dictates which other details you must add, but may include:

- **Mileage Type** or **Expense Type**
- **Reimbursement Method** (usually **GTCC-Individual** or **Personal**)
- Expense **Date** and incurred **Cost**
- For a **Mileage Expens**e only: **Miles** driven
    - If you select a TDY/TAD mileage expense, enter **Start** and **End Locations** using DTS' Defense Table of Official Distances (DTOD) connection
- For a **Ticket Expense** only**: Description, Ticket Number, Date,** and **Value**, plus **Departure Date**

Notes:

1. Certain selections may require you to complete a Constructed Travel Worksheet. A pop-up will let you know if this is the case.
2. If you incur any expenses in foreign currency, enter the dollar equivalent (use the official exchange rate you received when you exchanged the currency to calculate the dollar equivalent.

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Table 2-3: Transportation-Based Expense Types

TRANSPORTATION-BASED EXPENSE TYPES		
Expense Category	**Select Expense Type …**	**If you will …**
Mileage Expense	**POC Use – Dedicated Gov Veh**	Drive a privately owned vehicle (POV) instead of an available (but not directed) Government vehicle.
	Private Plane	Fly your own plane
	Pvt Auto	Drive your own car, truck, etc.: • ***+ In/Around:*** At a TDY location (e.g., hotel to TDY work location) • ***+ TDY/TAD:*** To, from, or between TDY locations (e.g., home to TDY location) • ***+ Terminal:*** To, from, or between a transportation terminal (e.g., home to departure airport)
	Pvt Motorcycle	Drive your own motorcycle (+ one of the options shown in **Pvt Auto** above)
Ticketed Expense	**CTO Fee**	Pay a fee to your TMC • ***+ Central Bill:*** Paid via centrally-billed account (CBA) • ***+ Indiv Bill:*** Paid with your GTCC
	Comm Air	Buy a ticket for a commercial aircraft (+ one of the options shown in **CTO Fee** above)
	Comm Bus	Buy a ticket for a commercial bus
	Comm Rail	Buy a ticket for a commercial train (+ one of the options shown in **CTO Fee** above)
Transportation Travel Expense	**Commercial Auto**	Drive a rental car (+ one of the options shown in **Pvt Auto** above)

4.1.3 Substantiating Documents

The **Substantiating Documents** area (Figure 2-18) lets you upload paper documents that support your trip claims. For example:

- Constructed Travel Worksheets
- Approval for other than economy/coach class travel
- Leave forms
- And more

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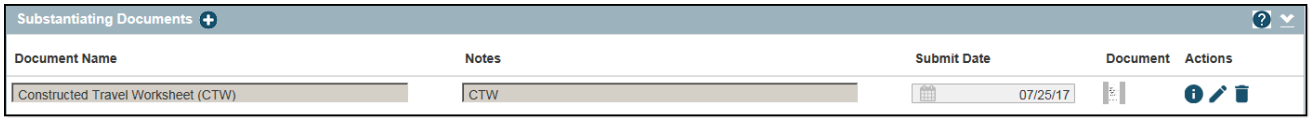

Figure 2-18: My Expenses Screen – Substantiating Documents Area

You can add documents to the **Substantiating Documents** area in two ways:

- ***Upload:*** Select the "plus" icon and follow the prompts.
- ***Drag and Drop:*** Drag the image directly onto the area.

Acceptable file types include .GIF, .JPG, .PDF, .PNG, and .TIF. The maximum file size is 2MB per file.

The icons under **Document** and **Actions** (when visible) perform as described above.

4.1.4 Trip Workbook

The **Trip Workbook** (Figure 2-19) is a tool you can use if you included multiple documents (e.g., receipts) on a single image.

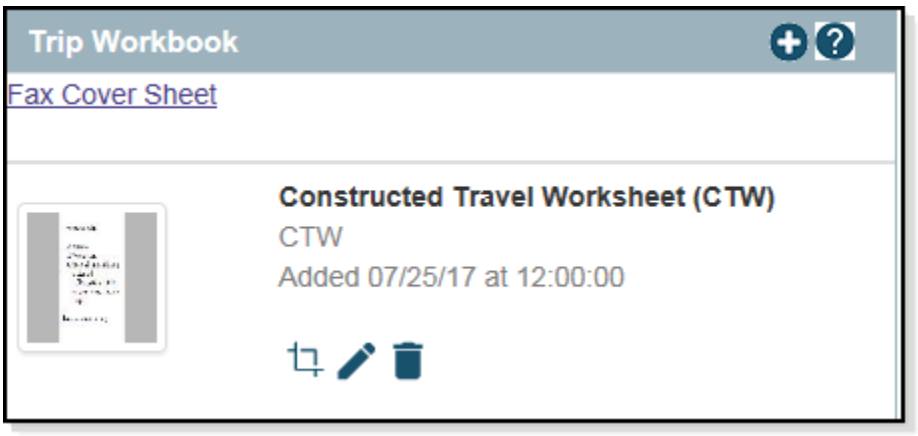

Figure 2-19: The Trip Workbook

You can add documents (file size and type limitations as listed in Section 4.1.3) to the **Trip Workbook** in four ways:

- ***Fax:*** Select the **Fax Cover Sheet** link and follow the instructions on it.
- ***Upload:*** Select the "plus" icon and follow the prompts.
- ***Drag and Drop:*** Drag the image directly onto the area.
- ***Crop:*** Crop an attached image and save it as a new image.

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Use the icons to:

- Open the **Crop New File** screen, where you can:
  - Crop, move, zoom, rotate, and save an image
- Edit image details
- Delete an image

You must attach each finished image to an expense listed in the **Reservation Expenses** or **Other Expenses** areas. Only you can see images saved in the **Trip Workbook**. Reviewers and AOs have no access to the **Trip Workbook**.

4.1.5 My Expenses Screen Icons Explained

Table 2-5 explains the most common icons used on the My Expenses screen.

Table 2-5: Common My Expenses Screen Icons

Icons in Area Headers		
	Select to show / hide the area (toggle)	
	Select to show information about the area	
	Select to add a new expense or substantiating document to the area	
	Select to import transaction details from your GTCC account	
Icons that Identify Other Expense Types (all are non-selectable)		
	Shows that the line item is a non-mileage expense	
	Shows that the line item is a mileage expense	
	Shows that the line item is a transportation travel expense	
	Shows that the line item is a ticketed expense	
Icons for Attaching Substantiating Documents to Expenses		
	Select to attach a new substantiating document to a line item	
	Shows that a required receipt is missing	Authorization – Reminder to save the receipt when you get it Voucher – Select to attach the receipt to the voucher
	Shows that a substantiating document is attached to the line item (thumbnail image) Select to view it	
	Shows that more than one substantiating documents are attached (number variable) Select to choose one and view it	
	Select to remove a substantiating document from the line item	
Icons For Manipulating Line Items and Images		
	Select to crop an image	In Trip Workbook – Opens the **Crop New File** pop-up In **Crop New File** pop-up – Displays the cropping tools
	Select to show information about the line item or image	
	Select to edit the line item or image	
	Select to delete an image	
	In **Crop New File** pop-up	Select to move an image within the frame
		Select to rotate an image clockwise / counter-clockwise
		Select to zoom an image in / out

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4.2 Per Diem Entitlements

The Per Diem Entitlements screen (Figure 2-20) identifies your per diem allowances (meaning your daily lodging limits and Meals & Incidental Expenses [M&IE] allowances). It also lets you edit them by editing the lodging cost or entering specific trip details such as duty conditions, provided meals, and leave. Access the Per Diem Entitlements screen by selecting **Per Diem Entitlements** on the dark blue subnavigation bar.

The Per Diem Entitlements screen shows the amount you will be reimbursed for each date and location of travel. DTS initially populates that information from the trip itinerary and reservations in the **Travel** module. See Table 2-6 for the explanations of Per Diem Entitlements screen column headers.

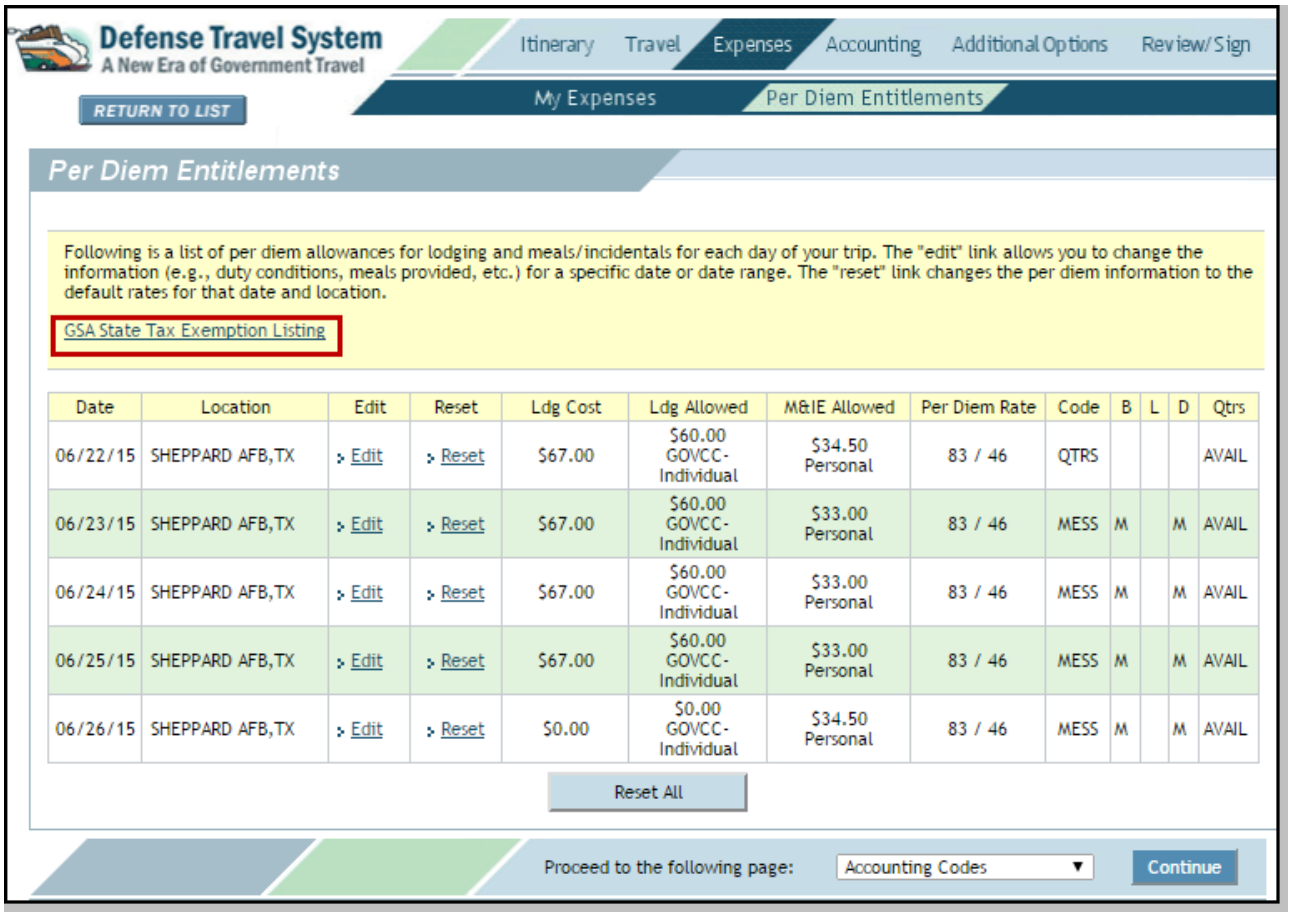

Figure 2-20: Per Diem Entitlements Screen

If you are traveling to a state or US Territory that exempts hotel tax when you pay with your GTCC, a pop-up informs you of that fact so you are aware.

Note: Select **GSA State Tax Exemption Listing** link to access and print tax-exempt forms, if required, for your TDY location.

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Table 2-6: Per Diem Entitlements Screen Column Headers

PER DIEM ENTITLEMENTS SCREEN COLUMN HEADERS	
COLUMN HEADER	**EXPLANATION**
Date, Location	Self-explanatory
Edit, Reset	Adjust your per diem allowances for the selected day, and return them to their default values
Ldg Cost	Nightly room rate for your reserved lodging. If you didn't make a lodging reservation in DTS, it defaults to the maximum per diem allowed in your TDY location. If this number is not accurate, you must update it to create an accurate cost estimate.
Ldg Allowed	Lodging per diem rate the AO will approve. It may not match **Ldg Cost** in certain cases (e.g., room rate over maximum per diem rate).
M&IE Allowed	Amount you will receive for M&IE for each day.
Per Diem Rate	Official maximum rates for lodging and M&IE at your TDY location
Code	Identifies conditions that affect your per diem (e.g., on field duty, leave taken)
B, L, D	Display if breakfast (B), lunch (L), or dinner (D) are available or provided
Qtrs	Government quarters exist at your TDY location (applies to Government installation)

4.2.1 Per Diem Entitlements Details

Next to any day, select the Edit link to open the Per Diem Entitlements Details screen (Figure 2-21). Use this screen to update your per diem allowances.

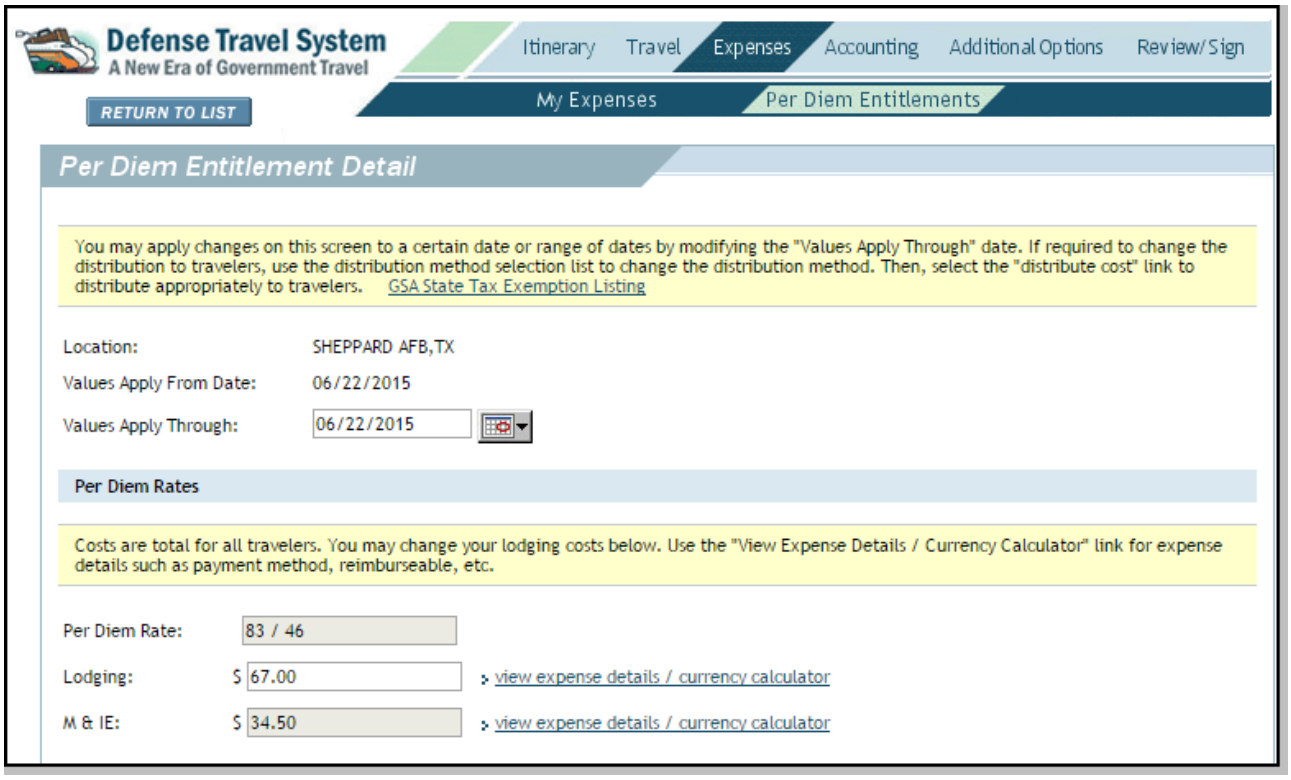

Figure 2-21: Per Diem Entitlements Detail Screen (Top)

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Items available for update include:

- ***Values Apply Through:*** Adjust the date to make your changes apply to multiple days.
  - **Caution:** When you have different per diem changes on different days, always make changes that affect multiple days before you make changes for individual days. Saving this screen overwrites any previous entered changes.

- ***Per Diem Rates:*** Change your nightly lodging rate.

- ***Duty Conditions:*** Enter situations that affect your per diem, such as field duty, ship duty, hospital stays, Reserve training, and more. See Table 2-7 for explanations of per diem adjustments for duty conditions.

- ***Meals:*** Identify when meals that are provided or available, or identify other situations that affect your meals rate. See Table 2-8 for explanations of per diem adjustments for meals options.

- ***Other Per Diem Entitlements:*** Identify other situations that affect your per diem, such as leave or other days on which you aren't eligible for a per diem allowance. See Table 2-9 for explanations of per diem adjustments for other per diem entitlement options.

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Table 2-7: Explanations of Per Diem Adjustments for Duty Conditions

PER DIEM ADJUSTMENTS FOR DUTY CONDITIONS			
DUTY CONDITION	**DESCRIPTION**	**EFFECT**	**CODE**
Field Conditions	You will serve on maneuvers, field exercises, etc., receive field rations, and be housed at no cost (may be in a tent).	No lodging or M&IE allowance	FDLC
Adverse Effects / Commercial Quarters	You must evacuate the PDS.	Full lodging and M&IE allowances	ADEF
Inactive Duty Training (Local Commuting Area)	Member must commute daily to annual training.	No lodging or M&IE allowance	INDT
Permissive TDY	Travel is authorized, but voluntary in nature. You must pay all travel and transportation expenses.	No lodging or M&IE allowance	PTDY
Hospital Stay	Employee is confined to a hospital or medical facility.	No lodging or M&IE allowance	HOSP
Quarters Available	Government quarters are available at the military installation.	Full lodging and M&IE allowances; you must adjust the meal rate based on dining facility availability – usually Government Meal Rate (GMR).	QRTS
Group Travel	Multiple individuals are traveling together.	No lodging allowance, full M&IE allowances	GRPT
Annual Training (Quarters and Meals Available)	Member is attending annual training.	Full lodging and M&IE allowances	TRN
Essential Unit Messing	Use of Government lodging and meals is essential for training and readiness.	Full lodging allowance, $3/day M&IE (except on CONUS travel days)	EUM
Aboard U.S. Vessel	You will be serving on a U.S. vessel.	No lodging or M&IE allowance	VSSL
Authorized Trip Home	Civilian employee is authorized a trip home every 3 weeks on long TDYs.	No lodging allowance except for the return travel day. No M&IE allowance except for the first & last travel days to & from home.	HOME
Annual Training, Active Duty Training, or Inactive Duty Training (Each with various per diem availability options)	Reservist is traveling for various purposes and with varying per diem lodging and meals availability. **Note:** See Appendix F of the DTA Manual for details pertaining to M&IE for I/E Partner Systems.	For most travelers, selecting one of these duty conditions offers full lodging and M&IE allowances. You must adjust those allowances manually. On import/ export (I/E) documents, DTS automatically adjusts the lodging and M&IE allowances accordingly.	May be: TRN ATQP ATCQ ADQM ADTQ ADT IDQM IDTQ or IDTN

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Table 2-8: Explanations of Per Diem Adjustments for Meals

PER DIEM ADJUSTMENTS FOR MEALS	
MEAL PER DIEM ENTITLEMENTS	**DEFINITION**
Full Rate	You are authorized the full locality meal rate.
Elected	You will voluntarily use Government dining facility. This selection does not affect your M&IE allowance.
Available	If meals are available in a Government dining facility at your TDY location, DTS automatically selects this option and lowers your M&IE allowance based on how many meals are available. (**B, L, D**, below.) You can also manually select this option.
Provided	Select if the Government purchased any meals for you (e.g., as part of a conference registration fee. DTS lowers your M&IE allowance based on how many meals are provided. (**B, L, D**, below.)
Occasional	Select if the AO will authorize occasional meals for a trips that will last less than 12 hours. (See also, **Cost** below.)
Special Rate	Select if you have a unique travel situations. (**Cost**, below.) The two most common situations occur when your Service Secretary authorizes: • A flat per diem rate when you will be assigned to a Contingency Operation for over 180 days. You will receive 55% of the locality per diem rate. • A reduced per diem rate per Joint Travel Regulations (JTR), par. 020308. The document authorizing the reduced per diem rate must be attached to the DTS authorization. **Note**: If you are eligible for the OCONUS incidental rate of $3.50, select the **OCONUS Incidental Amount** box under **Other Per Diem Entitlements** and select the meals that will be provided. Do not use **Special Rate** to indicate an OCONUS incidental rate.
B, L, D	Breakfast (**B**), lunch (**L**), and dinner (**D**) will be available or provided.
Cost	Use to set the per diem rate when an **Occasional** or **Special Rate** applies.

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Table 2-9: Per Diem Entitlement Adjustments for Other Per Diem Entitlements

PER DIEM ENTITLEMENT ADJUSTMENTS FOR OTHER PER DIEM ENTITLEMENTS	
OTHER PER DIEM ENTITLEMENT	**DEFINITION: FOR APPLICABLE DAYS …**
No Other Per Diem Entitlements	None of the others situations applies. This radio button is selected by default.
Leave	Select if you will take leave to zero out all per diem allowances. Military personnel must select full days of **Annual** leave. Government employees may select either **Annual** or **Other**, and may enter the number of hours they wish to take.
Sick Leave - No Per Diem	DoD civilian employees select when they are on sick leave and not authorized per diem.
Sick Leave - Per Diem	DoD civilian employees select when they are on sick leave, but are authorized full per diem.
Duty Day(s) (No Per Diem)	Military personnel select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave
Non-Duty Day(s)	DoD civilian employees select to zero out all per diem allowances when the AO does not approve excess travel days as official time, but you are not required to take leave.
Authorized Delay	Select if the AO approves additional travel time as official because you encountered an unavoidable delay. You will receive full per diem allowances.
Actual Lodging	Select if the lodging cost exceeds the maximum allowable per diem lodging rate, and the choice of hotel was not voluntary. It requests reimbursement of the amount listed in the Lodging field (see above) instead of the maximum per diem lodging rate.
OCONUS Incidental Amount	Select if the AO determines that you should receive the OCONUS IE amount ($3.50/day) rather than the locality IE rate. This is usually used when you travel OCONUS, but will lodge and work on a U.S. installation.
In Place	Select on the first or last day of both authorizations when you have consecutive trips without a return home, but need to plan the trips on separate authorizations. Using it overrides the usual 75% rate on a first/last travel day to allow full per diem as is usual when traveling between TDY locations.

A few final notes regarding special per diem situations:

- ***PLOT:*** When you take leave while you are TDY, Personal Leave with Official Travel (PLOT) rules apply. You can find rules that cover arranging PLOT in the GTCC Regulations, authorized by DoD Instruction (DoDI) 5154.31, Chapter 3. Special considerations for PLOT situations are provided in the DTMO web-based training class, **PLOT**.

- ***IDL:*** Travel across the International Date Line (IDL – an imaginary line in the Pacific Ocean), can cause you to “skip” a day or experience a day twice. For more information about how this can affect your per diem entitlements, see the DTMO web-based training class, OCONUS Travel.

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5 DTS Accounting Module

The DTS **Accounting** module provides key finance information about your authorization, such as where the money is coming from to pay for it, and how much the whole trip is expected to cost. Access the Accounting module by selecting **Accounting** on the light blue navigation bar.

5.1 Accounting Codes

The Accounting Codes screen (Figure 2-22) shows the funding sources for your trip. DTS calls a funding source either a Line of Accounting (LOA) or an accounting code. For ease, this Guide will exclusively use the former term, unless the DTS screen displays the latter.

Before the AO may approve your authorization, it must contain at least one LOA. However, DTS does not require you to provide a LOA. In fact, you can sign your authorization without a LOA, and in fact, some local business rules do not want you to do anything on this screen. If that is the case, head directly to Section 6, DTS Additional Options Module.

For all others, access the Accounting Codes screen by selecting **Accounting Codes** on the dark blue subnavigation bar.

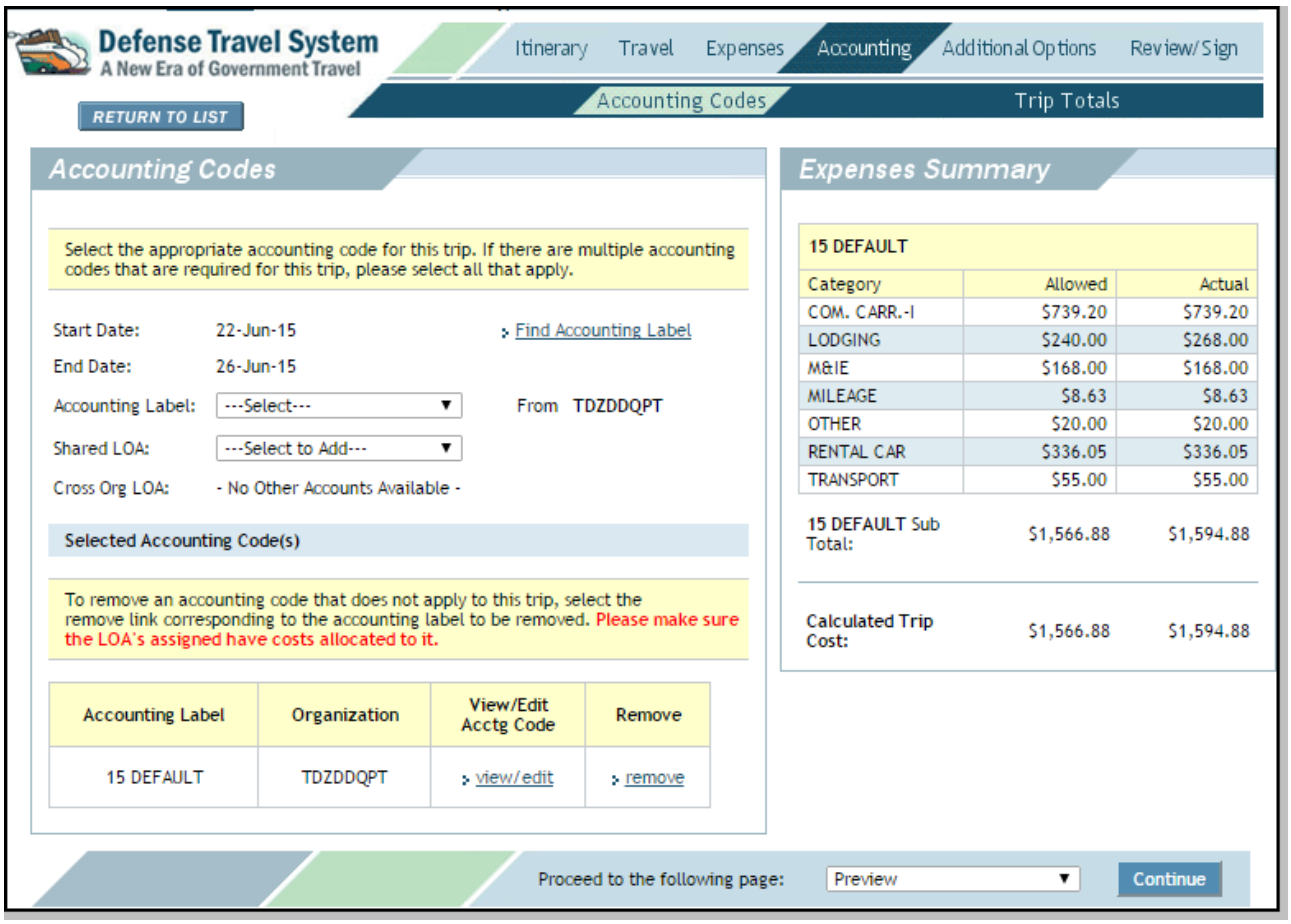

Figure 2-22: Accounting Codes Screen – One LOA Added

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5.1.1 Add a LOA

Many travelers' profiles list a default LOA. If your profile contains a default LOA, that LOA will appear in your document automatically. If the default LOA is not correct for this trip, use the **remove** link to delete it.

You can add LOAs from up to three possible sources, when available. Each source has a drop-down list you can select available LOAs from:

- ***Accounting Label:*** These LOAs belong to your organization
- ***Shared LOA:*** These LOAs were shared from a higher organization in your hierarchy
- ***Cross Org LOA:*** These LOAs were shared from an organization outside your hierarchy

5.1.2 Add Multiple LOAs

If you add more than one LOA, DTS updates the Accounting Codes screen (Figure 2-23) to display all selected LOAs, and requires you to allocate the costs – which means identifying which LOAs are paying for which expense types.

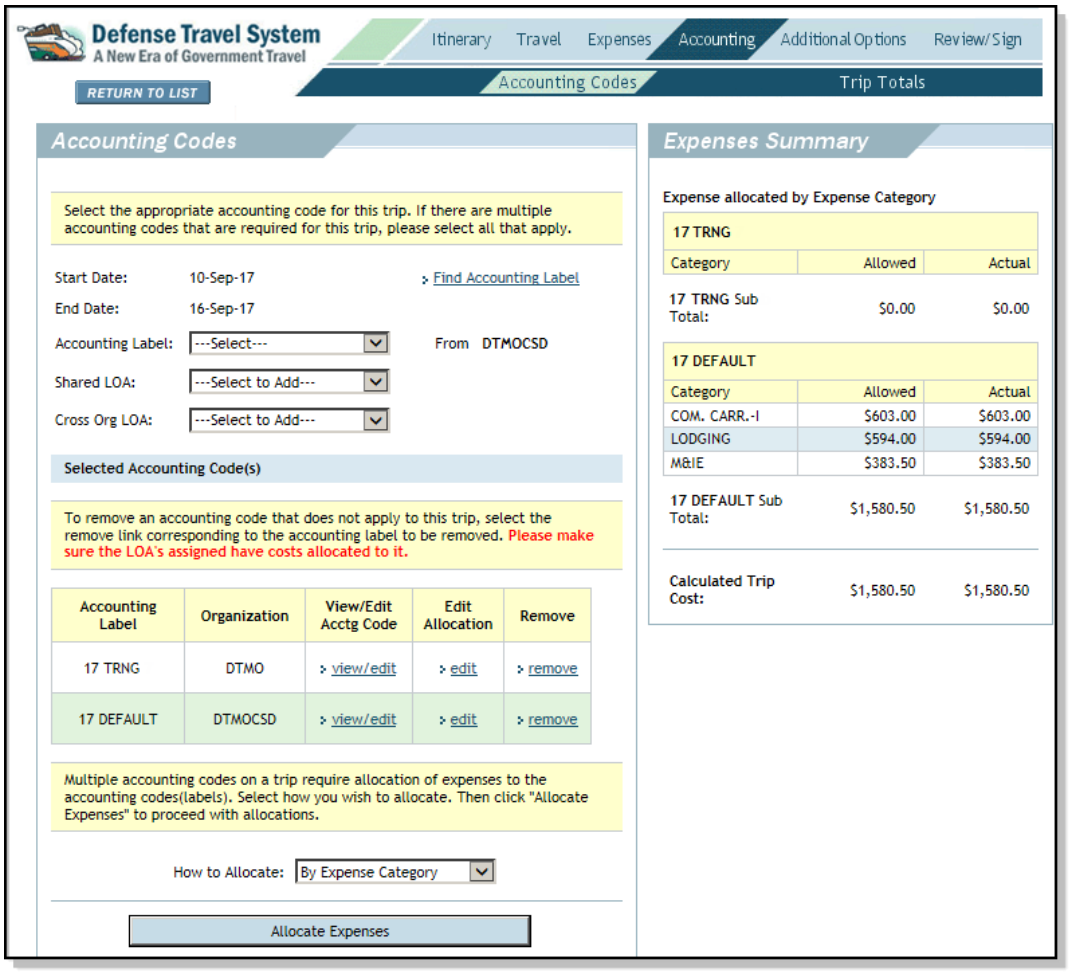

Figure 2-23: Accounting Codes Screen – Second LOA Added

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Select an allocation method from **How To Allocate**. You can allocate costs by:

- ***Percent:*** Select a percent of the total cost to apply to each LOA.
- ***Expense Category:*** Select the LOA that will pay for each type of expense (e.g., Transportation).
- ***Date:*** Select the date range that each LOA applies. This is useful for trips that cross Fiscal Years.
- ***Specific Expense:*** Select an LOA for each expense that appears in the authorization.
- ***Category / Date:*** Select LOAs based on a combination of both "**Expense Category**" and "**Date**".

5.2 Trip Totals

The Trip Totals screen (Figure 2-24) is informative only. It displays the total costs of various aspects of your trip – e.g., Reimbursable Expenses, and paid advances. Access the Trip Totals screen by selecting **Trip Totals** on the dark blue subnavigation bar.

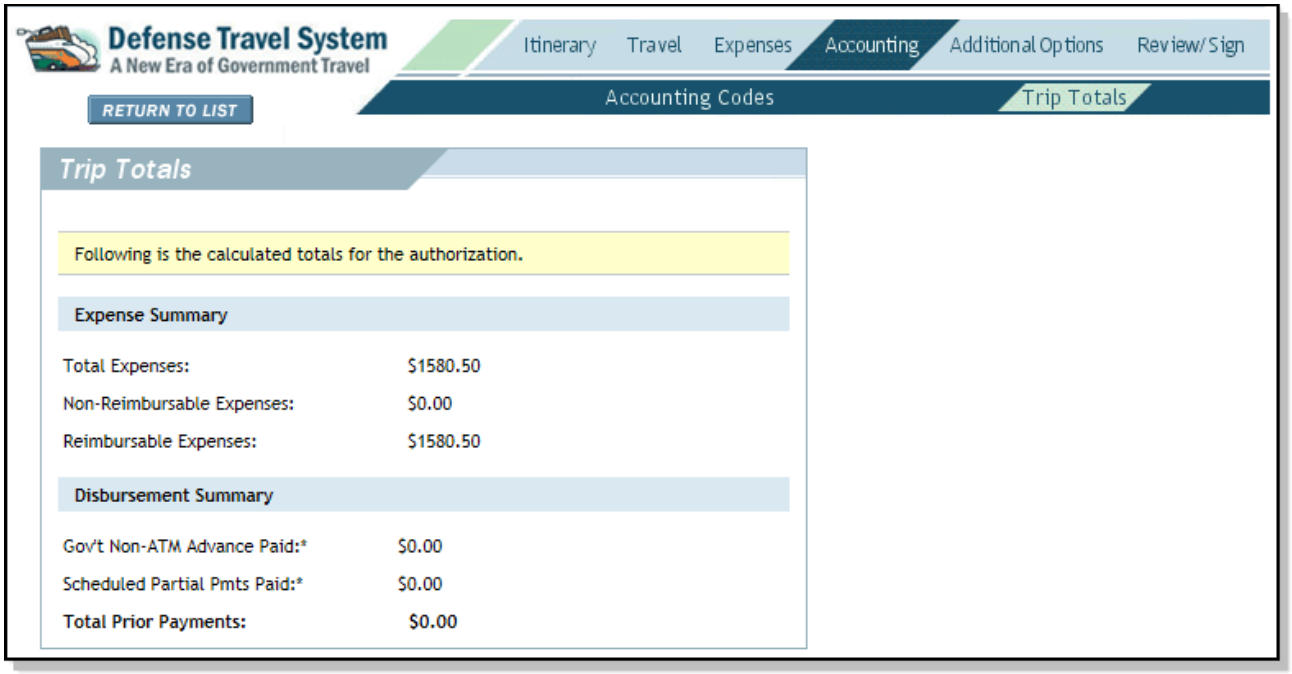

Figure 2-24: Trip Totals Screen

6 DTS Additional Options Module

The DTS **Additional Options** module lets you update your personal profile, schedule partial payments, and request an advance. Access the **Additional Options** module by selecting **Additional Options** on the light blue navigation bar.

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6.1 Profile

Your DTS personal profile contains information DTS uses to help you create documents (e.g., your home address, work location, and GTCC information). You should check it frequently to ensure all the information in it is up to date. The DTS **Profile** tool (Figure 2-25) lets you update most aspects of your DTS personal profile. Access the **Profile** tool by selecting **Profile** on the dark blue navigation bar.

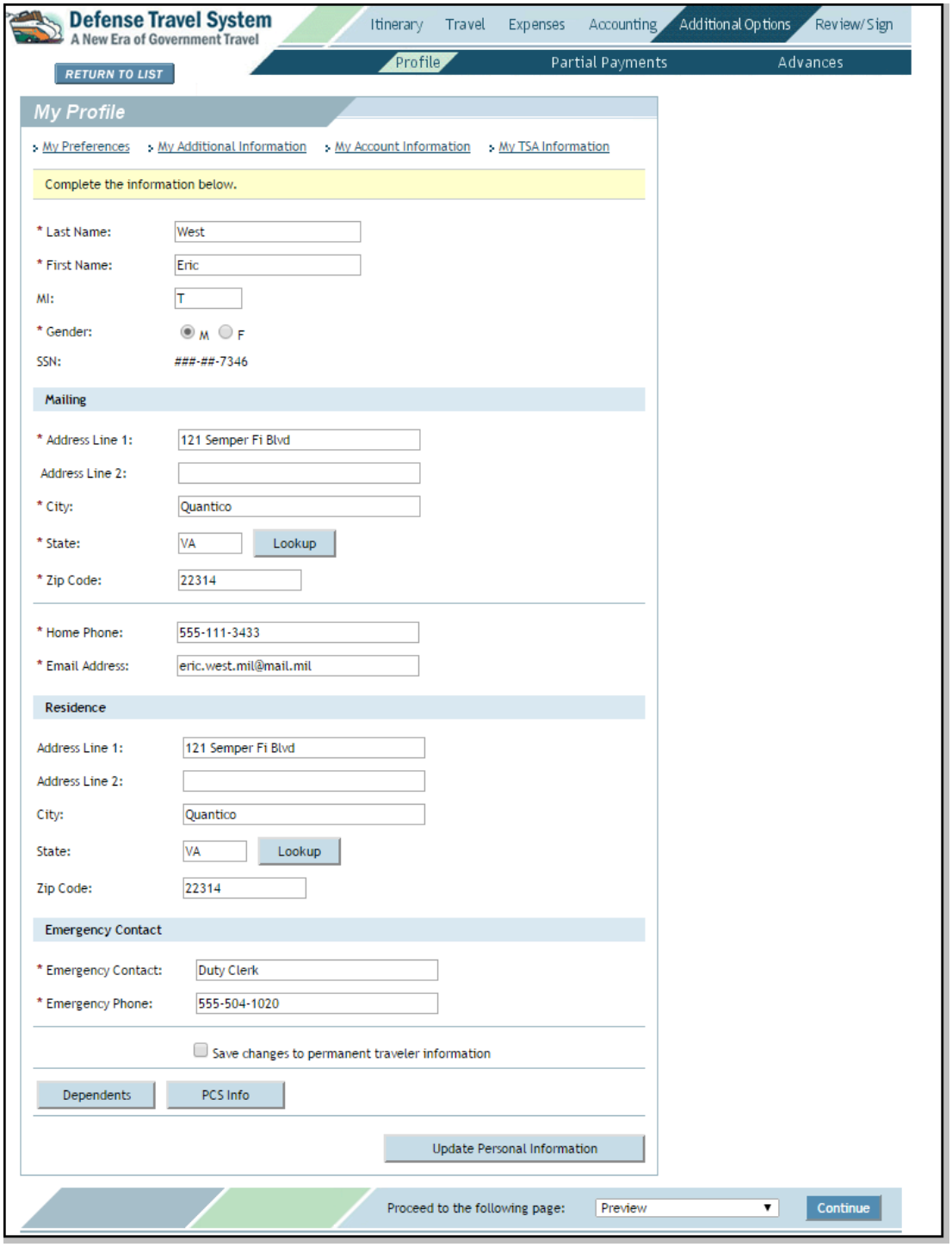

Figure 2-25: My Profile Tool – My Profile Option Opened

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You can view all your DTS personal profile elements, and update most of them from five **Profile** screens. (Your DTA can update all items.) Use the links at the top of each screen to move between **Profile** screens. Available screens are:

- ***My Profile.*** Update your name, address, and contact information for you and your emergency contact.
  - The **Dependents** and **PCS Info** buttons do not currently function.

- ***My Preferences.*** Update your air, lodging, and rental car preferences, as well as your passport and rewards program information.

- ***My Additional Information.*** Update duty station information such as your service/agency, work address and phone number, and more.

- ***My TSA Information Screen.*** Update the information that appears on the My TSA Information screen when you make reservations. See Section 3.1.1 for more information about the My TSA Information screen.

- ***My Account Information Screen.*** Update your financial information, such as your GTCC (GOVCC) and electronic funds transfer (EFT) information for your checking and savings accounts.
  - **Note:** If your profile reflects that reimbursement by EFT is mandatory (which is the case for most DoD personnel), you will not be able to sign the authorization if your profile contains no EFT data.

To save changes to your DTS personal profile, check the **Save changes to permanent traveler information** box before you **Update Personal Information**. Leave the box unchecked to save the information for this document only.

6.2 Partial Payments

When a trip exceeds 45 days, DTS lets you create scheduled partial payments (SPPs) to the GTCC vendor every 30 days until your trip is complete. Making regular payments to the GTCC vendor helps keep your GTCC account from going into delinquency while you are on official travel. Access the Scheduled Partial Payment screen (Figure 2-26), by selecting **Partial Payments** on the dark blue subnavigation bar..

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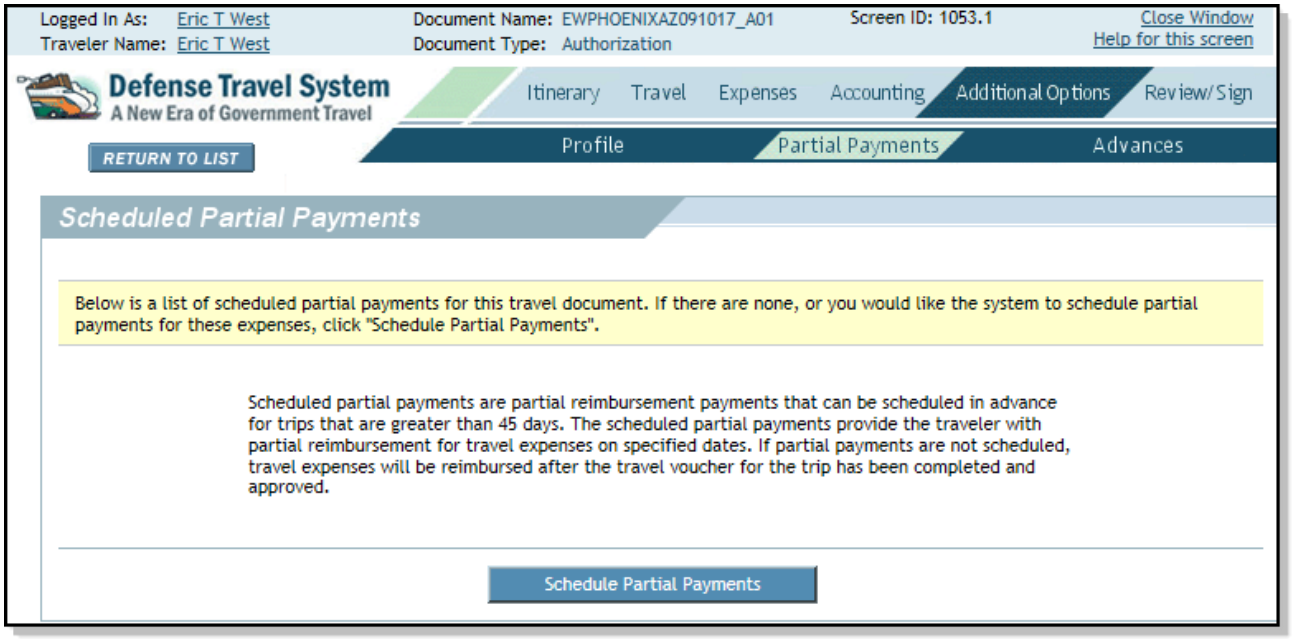

Figure 2-26: Scheduled Partial Payments Screen

When you select **Schedule Partial Payments**, DTS calculates the payment amounts, based on your estimated trip expenses and trip itinerary dates. Payment dates occur every 30 days after the trip start date. You cannot manually change SPP amounts or payment dates, but they can change – here's how:

- If you make any updates that affect your reimbursable expenses or trip allowances, DTS recalculates the amounts and dates of future SPPs.
- If you amend the authorization to make your trip shorter, DTS deletes SPPs scheduled after the new trip end date.
- If you amend the authorization to make your trip longer, DTS adds new SPPs as necessary.

However, DTS cannot change SPPs that are already in a *SUBMITTED* or *PAID* status.

6.3 Advances

A travel advance is a payment sent to your personal bank account before your trip begins to help you pay official travel expenses. The usual means of getting travel funds is via a withdrawal from an ATM, and for that reason, advances are not usually authorized if you have a GTCC. When authorized, you may receive either 80 or 100 percent of your anticipated trip payment as an advance. Access the Advances screen (Figure 2-27) by selecting **Advances** on the dark blue subnavigation bar.

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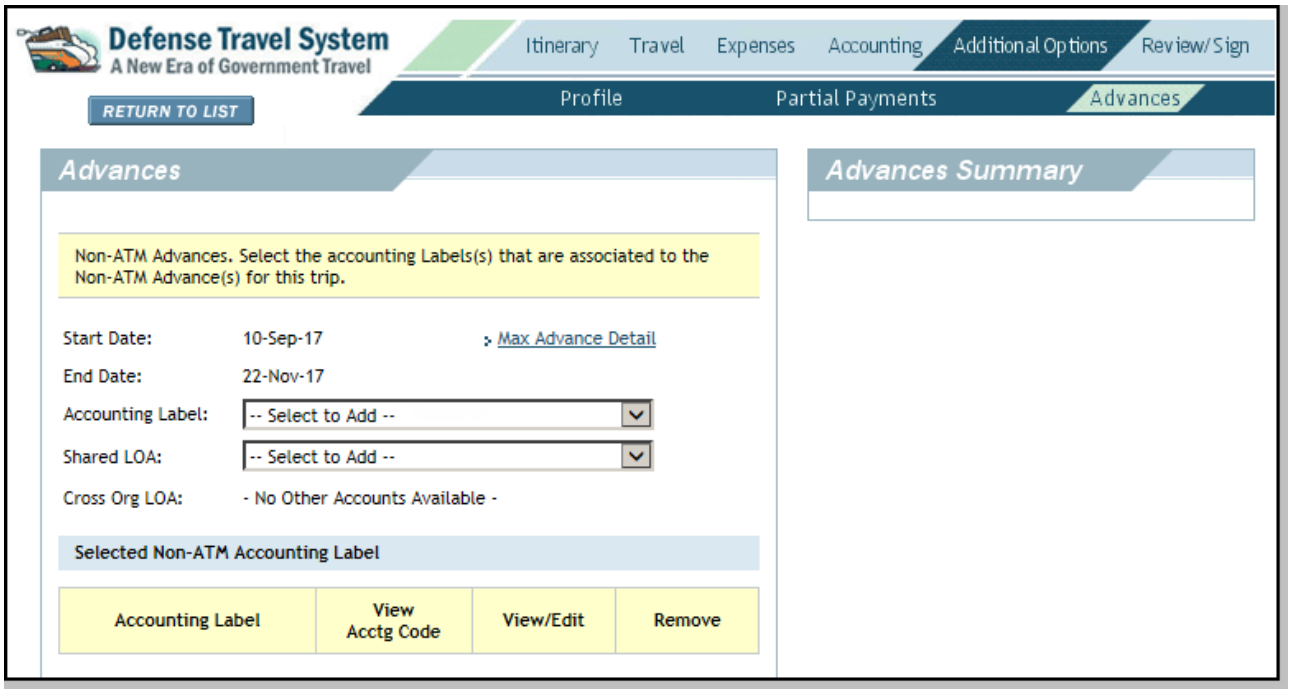

Figure 2-27: Advances Screen

The only steps you need to take to request an advance are to select an LOA and save. Only LOAs that appear on the Accounting Codes screen are available for selection.

After you create the authorization, if you need to change your advance request (for example if you add or remove expenses or if the trip length changes), here's how you do it:

- If the AO has not yet approved the authorization:

  1. Adjust the authorization, make the necessary changes, and then navigate to the Advances screen.

  2. Select the **remove** link next to the selected LOA.

  3. Re-select the LOA.

- If the AO has already approved the authorization, you cannot change the advance request amount in DTS:

  1. If your trip expenses will be higher (e.g., extended trip), you must request an increased advance outside DTS following your local business rules.

  2. If your trip expenses will be lower (e.g., shortened trip), you will be placed into debt if the total amount you receive exceeds the amount you may claim when you file your voucher.

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7 DTS Review/Sign Module

The DTS **Review/Sign** module lets you review all the entries you made on the authorization, add official comments, explain entries that require justification, and sign the document. Access the **Review/Sign** module by selecting **Review/Sign** on the light blue navigation bar.

7.1 Preview

The Preview Trip screen (Figure 2-28) is a very long screen that displays all the cost data in the authorization, so you can check for errors before you sign it. **Edit** links appear in key locations so you can modify incorrect entries. Access the Preview Trip Screen by selecting **Preview** on the dark blue subnavigation bar.

Figure 2-28: Preview Trip Screen (Portions)

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From top to bottom, the Preview Trip screen displays:

- Text fields that you can use to enter information as directed by local policy:
  - A **Reference** number
  - **Comments to the AO**
  - **Comments from the travel agent** (i.e., the TMC)
- The trip Type, Trip Purpose, Trip Description, and Conference name (if applicable)
- The trip starting point and date
- The TDY locations and dates
- The trip ending point and date
- The reservations created in DTS
- A list of expenses and allowances
- A summary of all trip expenses broken down by LOA and by category
- A list of requested advances and SPPs

Most sections include **Edit** links you can use to make corrections when necessary. When all is in order, select **Save And Proceed To Other Auths**.

7.2 Other Auths.

Use the Other Authorizations screen (Figure 2-29) to enter official remarks that need to appear on printed travel documents. Access the Other Authorizations Screen by selecting **Other Auths.** on the dark blue subnavigation bar.

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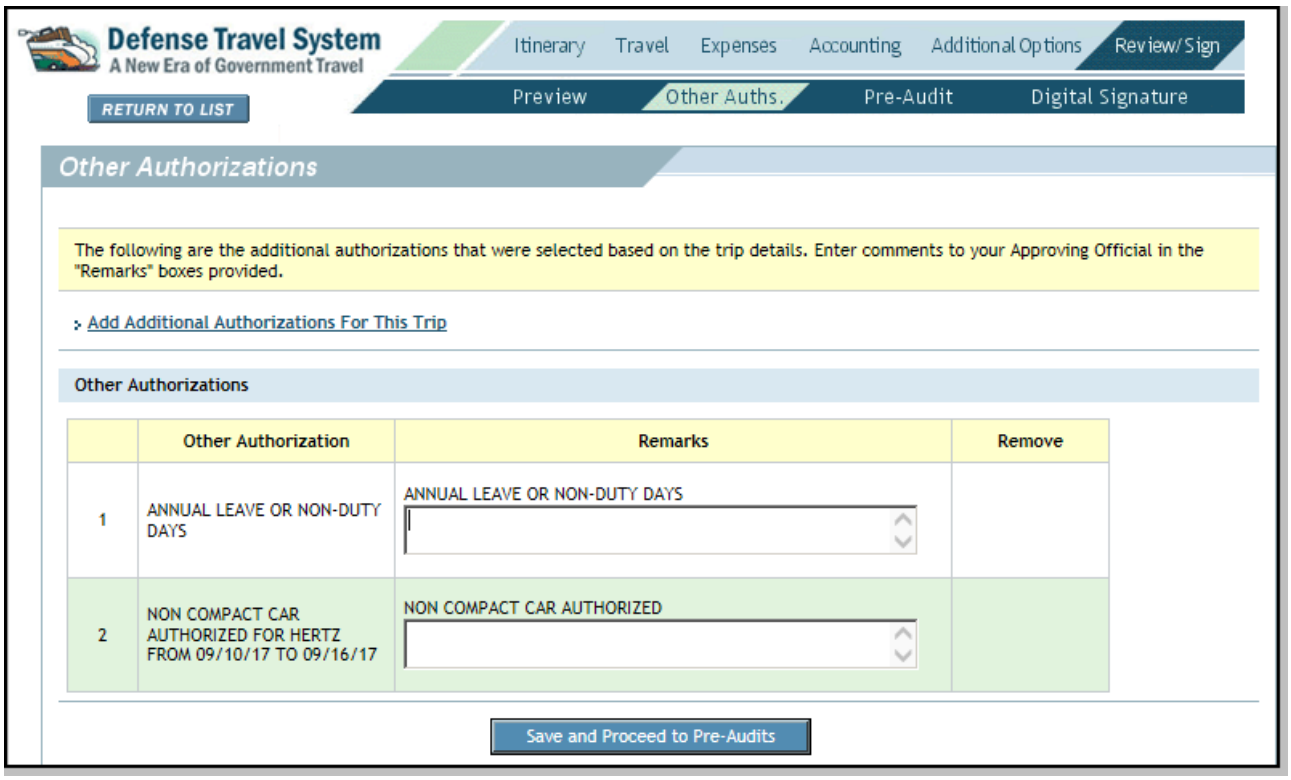

Figure 2-29: Other Authorizations Screen

Some Other Authorizations appear automatically based on choices you made elsewhere on the authorization. You cannot remove these, except by changing the selection that caused it to appear. Others, you must add manually. You can remove them at will.

To manually add an other authorization to a document:

1. Select the **Add Additional Authorizations For This Trip** link. A list of other authorizations appears.

2. Check the box next to each other authorization you want to add.

3. Select **Add**.

Regardless of how they got there, every other authorization requires a comment in the **Remarks** column. Where any text block appears in the **Remarks** column, enter an official comment per your local business rules. When you are done, select **Save And Proceed To Pre-Audits**.

7.3 Pre-Audit

The Pre-Audit Trip screen (Figure 2-30) displays items that DTS has flagged because they potentially break DoD travel policy or exceed established cost thresholds. Such items require an appropriate justification before the AO may approve them. Other actions, such as failing to claim an expected expense or taking leave, simply require another look to prevent underpayments or verify that you followed the proper procedure. Access the Pre-Audit Trip screen by selecting **Pre-Audit** on the dark blue navigation bar.

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Note: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to access the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don't access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

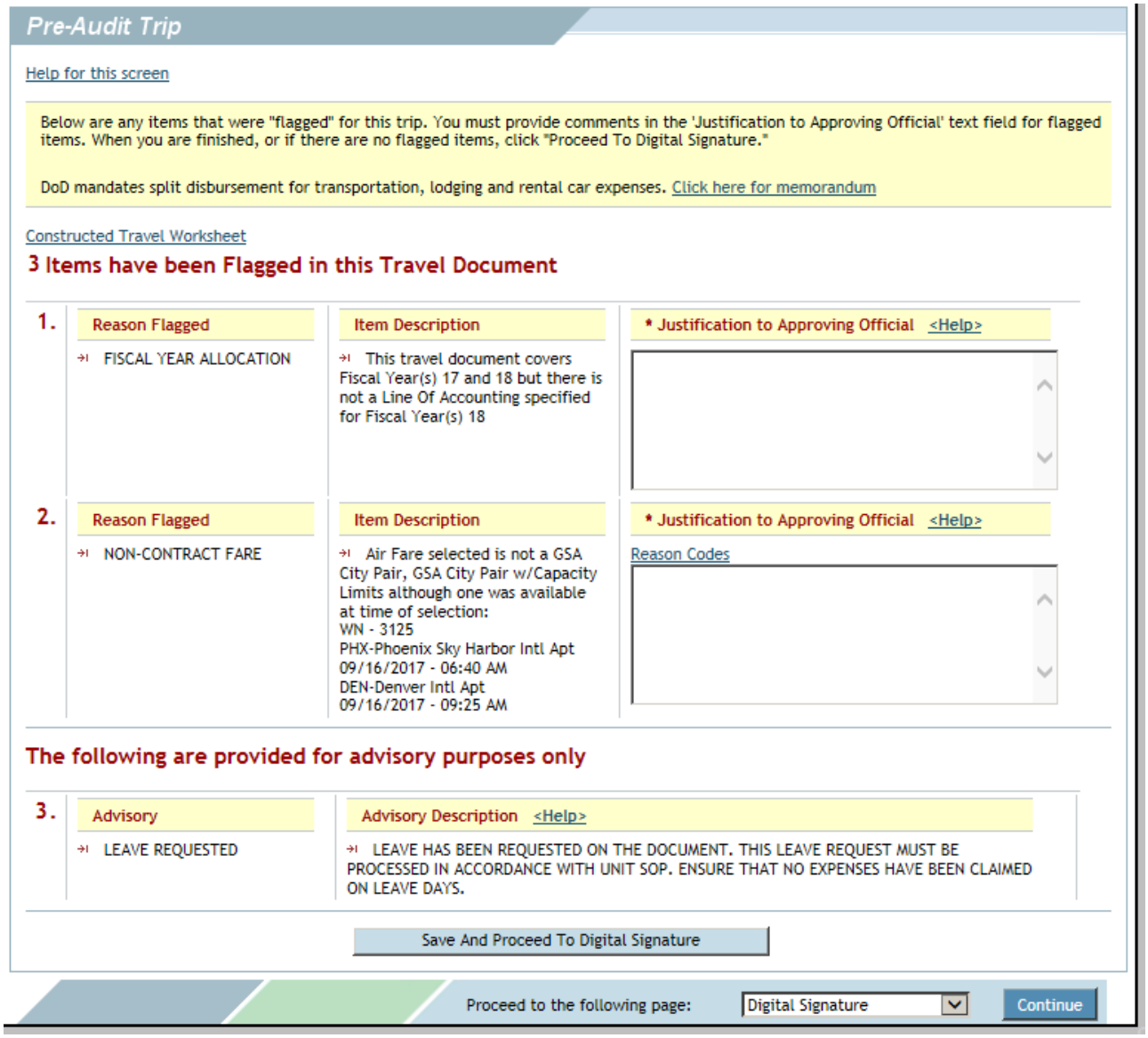

Figure 2-30: Pre-Audit Trip Screen

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The screen is broken into two parts:

- ***Flags:*** These items potentially break travel policy or exceed established cost thresholds. Use the **Justification to the Approving Official** text boxes to explain to the AO why you selected the questionable item and why they should approve the selection. If your justification does not satisfy the AO, they will return the document to you for correction or further explanation. You must provide a justification for each flagged item.
    - ***Reason Codes:*** When the flag triggers for a failure to use a required contract airfare or a required lodging type, a **Reason Codes** link appears above the Justification to the Approving Official text box. Select it to open a list of codes, and select the one that best explains your choice.
- ***Advisory notices:*** These items alert you to items of potential concern or remind you about something you forgot (e.g., you reserved a rental car, but didn't include a gas expense for it.) They do not require justification.

Note: Select the **Help** link above each flagged item or advisory notice to see an explanation of the flag or advisory.

When you have properly justified all required items, select **Save And Proceed To Digital Signature**.

7.4 Digital Signature

The Digital Signature screen (Figure 2-31) lets you sign the document using your digital signature and track its progress through the approval process. You can also choose a routing list and enter comments to the AOs if you wish. Access the Digital Signature screen by selecting **Digital Signature** on the dark blue navigation bar.

Note: You can access this screen at any time. However, before you can actually sign the document, DTS requires you to access the following screens in the order listed.

1. Other Authorizations
2. Pre-Audit Trip
3. Digital Signature

If you don't access those screens in that order, DTS sends you back to the Other Authorizations screen to try again.

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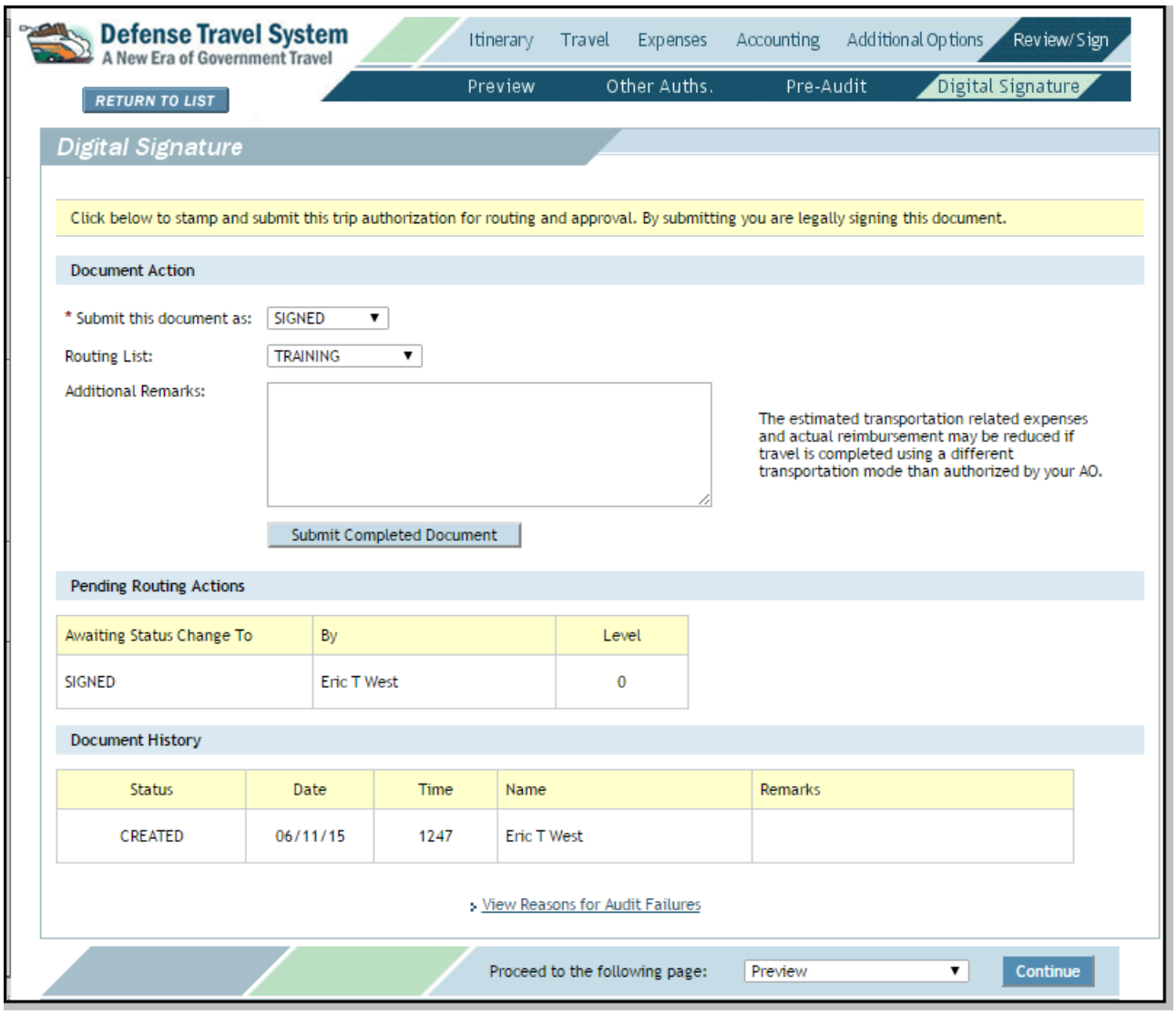

Figure 2-31: Digital Signature Screen

On the Digital Signature screen, you can:

- Verify that the **SIGNED** status stamp is visible to the right of **Submit this document as**.
- (Optional) Change the **Routing List** your document will follow after you sign it.
- (Optional) Add **Additional Remarks** to the AO.
- See the document's current pending status and its stamping history.
- (Optional) **View reasons for Audit Failures**, if any.
- Digitally sign the document by selecting **Submit Completed Document**.

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After you submit (digitally sign) the authorization, the following steps may occur, depending on the selections you made in the document, DTS:

1. Warns you that if the AO doesn't approve the document within 72 hours before departure (or less, for if you're already in the 72-hour window), your airline reservations will be cancelled.

2. Warns you that your profile contains no valid GTCC information and gives you a chance to enter it.

3. Verifies your identity by requiring you to enter your CAC PIN.

After you sign the authorization, it begins the routing process. It may be reviewed, but eventually will go to the AO for approval, then to your supporting financial institution for monetary processing.

However, your pre-trip responsibilities do not end with your signature. You should always confirm that the TMC has ticketed your air travel before you head for the airport. Options for confirming your ticketing status include, but aren't limited to:

- Log into DTS and navigate to the Digital Signature screen. If the CTO TICKETED stamp appears in your document's stamping history, the TMC has ticketed your trip.

- Check your email. Most TMCs send you an email when they ticket your flights, which happens about 3 days before your trip starts.

- Go online to your TMC's website. After you enter some identifying information about your trip, you'll see your ticketing status.

- Call the TMC. They'll be happy to confirm your ticketing status.

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8 Helpful Resources

Guides	
Guide Title	**URL**
DTS Guide 1: Getting Started	http://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Getting_Started.pdf
DTS Guide 2: Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf
DTS Guide 3: Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_3_Voucher.pdf
DTS Guide 4: Local Voucher	http://www.defensetravel.dod.mil/Docs/DTS_Guide_4_Local_Voucher.pdf
DTS Guide 5: Group Authorization	http://www.defensetravel.dod.mil/Docs/DTS_Guide_5_Group_Authorization.pdf
Desktop Guide for Authorizing Officials	https://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf
Special Circumstances Travel Guide	http://www.defensetravel.dod.mil/Docs/Special_Circumstances_Travel_Guide.pdf

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Information Papers & Trifolds	
New Document Title	**URL**
DTS Overview information Paper	http://www.defensetravel.dod.mil/Docs/DTS_Background_Information_Paper.pdf
DTS Trip Template Information Paper	http://www.defensetravel.dod.mil/Docs/Trip_Template_Information_Paper.pdf *
Import/Export Trifold or Information Paper	https://www.defensetravel.dod.mil/Docs/Training/TriIEAuth.pdf http://www.defensetravel.dod.mil/Docs/Import_Export_Information_Paper.pdf *
Permissive travel Information Paper	http://www.defensetravel.dod.mil/Docs/Permissive_Travel_Information_Paper.pdf *
Dependent travel Information Paper	http://www.defensetravel.dod.mil/Docs/Dependent_Travel_Information_Paper.pdf *
Renewal Agreement Travel Information Paper	http://www.defensetravel.dod.mil/Docs/Renewal_Agreement_Travel_Information_Paper.pdf *
Adjustments & Amendments Trifold & Information Paper ****	https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryAuth.pdf https://www.defensetravel.dod.mil/Docs/Training/UpdatingItineraryVou.pdf http://www.defensetravel.dod.mil/Docs/Adjustments_and_Amendments_Information_Paper.pdf *
Self-Approving Official Information Paper	http://www.defensetravel.dod.mil/Docs/Self-Approving_Official_Information_Paper.pdf *
Foreign Military Sales Guide	http://www.defensetravel.dod.mil/Docs/Foreign_Military_Sales_Information_Paper.pdf *
Constructed Travel Worksheet (CTW) Instructions or Information Paper ****	Instructions for Authorization CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Authorization_Instructions.pdf Instructions for Voucher CTW: https://www.defensetravel.dod.mil/CnstTvl/CT_Voucher_Instructions.pdf http://www.defensetravel.dod.mil/Docs/Constructed_Travel_Information_Paper.pdf *
Cancellation Procedures Trifold, Information Paper ****	https://www.defensetravel.dod.mil/Docs/Training/Cancel_A_Trip_Trifold.pdf http://www.defensetravel.dod.mil/Docs/Cancellation_Procedures_Information_Paper.pdf *
* Available upon publication. ** Web-based training module is also available in Travel Explorer (TraX) at www.defensetravel.dod.mil/passport	

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